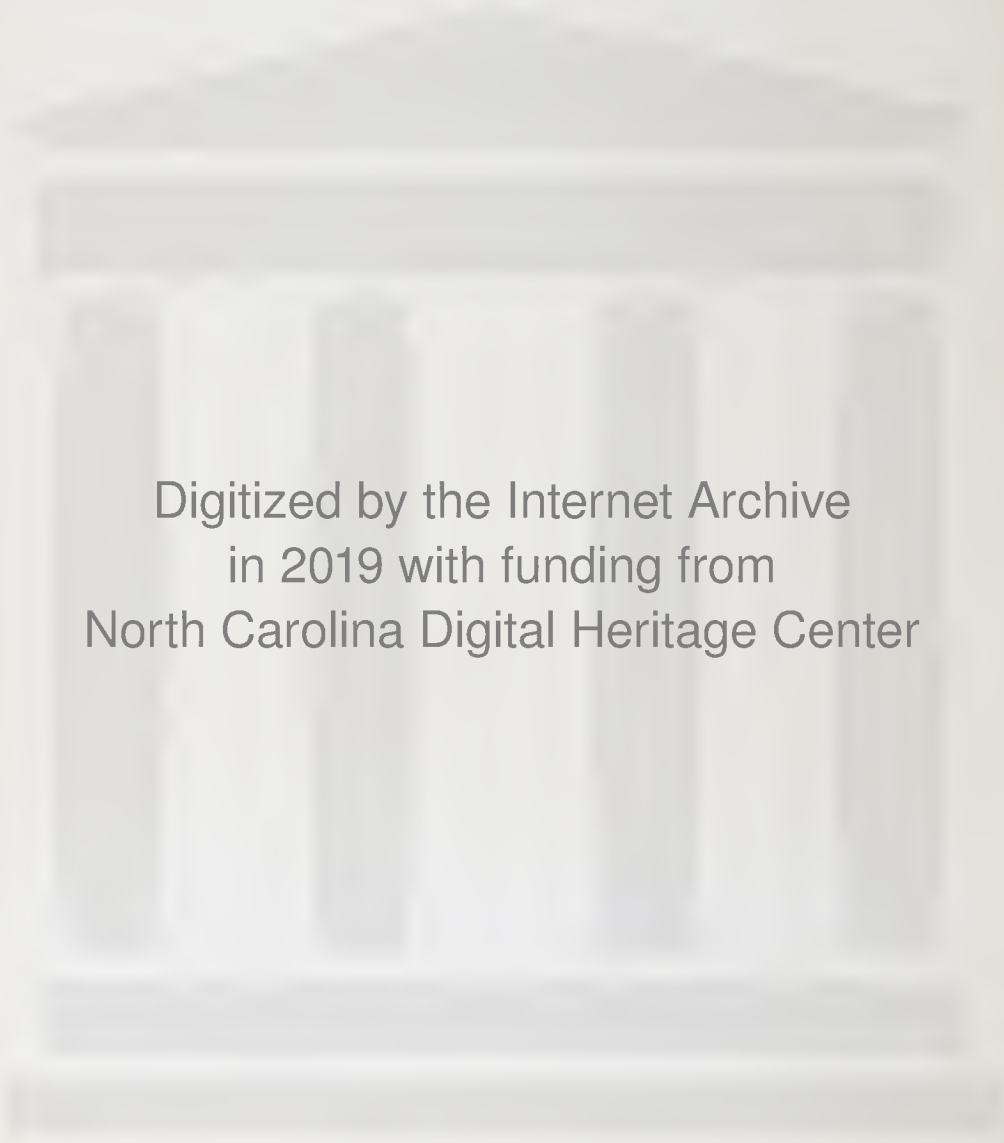
MITCHELL COMMUNITY COLLEGE

CATALOG 1991-1992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Mitchell Community College shall continue to offer equal employment opportunities to its existing personnel and applicants for employment, and equal educational programs and instructional opportunities to students without regard to race, color, religion, sex, age, handicap, or national origin.

MITCHELL COMMUNITY COLLEGE

is Accredited By the Commission on Colleges of the
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
to award the A.A., A.F.A., A.S., A.A.S. degrees and diplomas and certificates in Technical and Vocational Programs

STATESVILLE, N. C.
28677
Phone: 704-878-3200

1852 — Chartered by Concord Presbytery
1856 — Began operations as Concord Female Seminary
1932 — Became coeducational
1959 — Became private independent junior college
1973 — Became public community college

SERVING IREDELL COUNTY & NORTH CAROLINA
FOR OVER ONE HUNDRED & THIRTY YEARS

Mitchell Community College issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the college or the state. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Community Colleges, or by local conditions, may make some alterations in curriculums, fees, etc., necessary. The college disclaims any liability of any kind by virtue of changes in any of the information contained in this catalog.

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1991

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ACADEMIC CALENDAR FOR SUMMER 1991

SUMMER QUARTER 1991

June	3	Monday	Registration
June	4	Tuesday	Classes Begin
June	4-6	Tuesday-Thursday	Late Registration & Drop/Add Period
July	4-5	Thursday-Friday	Holidays
July	10	Wednesday	Midterm
July	29	Monday	Last day to withdraw from a class OR school without Grade of "F"
August	20	Tuesday	End of Summer Quarter

FIRST SESSION SUMMER 1991

June	3	Monday	Registration
June	4	Tuesday	Classes Begin
June	4-5	Tuesday-Wednesday	Late Registration & Drop/Add Period
June	20	Thursday	Midterm
June	27	Thursday	Last day to withdraw from a class OR school without Grade of "F"
July	4-5	Thursday-Friday	Holidays
July	12	Friday	End of First Session

SECOND SESSION SUMMER 1991

July	11	Thursday	Registration
July	15	Monday	Classes Begin
July	15-16	Monday-Tuesday	Late Registration & Drop/Add Period
July	31	Wednesday	Midterm
August	7	Wednesday	Last day to withdraw from a class OR school without Grade of "F"
August	20	Tuesday	End of Second Session

NOTE: Summer classes will meet five days per week. There will be no summer term graduation ceremony.

ACADEMIC CALENDAR FOR 1991-92

FALL QUARTER 1991

September	3	Tuesday	Faculty Workshop & Student Orientation
	4-5	Wednesday-Thursday	Registration
	6	Friday	Faculty Workshop
	9	Monday	Classes Begin
	9-11	Monday-Wednesday	Late Registration & Drop/Add Period
October	15	Tuesday	Midterm
	31	Thursday	Last day to withdraw from a class OR school without Grade of "F"
November	22	Friday	End of Fall Quarter
	28-29	Thursday-Friday	Thanksgiving Holidays

WINTER QUARTER 1991-92

December	2	Monday	Registration
	3	Tuesday	Faculty Workday
	4	Wednesday	Classes Begin
	4-6	Wednesday-Friday	Late Registration & Drop/Add Period
December 23-January 3			Christmas Break
January	6	Monday	Classes Resume
	20	Monday	Holiday
	24	Friday	Midterm
February	11	Tuesday	Last day to withdraw from a class OR school without Grade of "F"
March	4	Wednesday	End of Winter Quarter

SPRING QUARTER 1992

March	9	Monday	Registration
	10	Tuesday	Faculty Workday
	11	Wednesday	Classes Begin
	11-13	Wednesday-Friday	Late Registration & Drop/Add Period
April	16	Thursday	Midterm
	17-20		Easter Break
	21	Tuesday	Classes Resume
May	6	Wednesday	Last day to withdraw from a class OR school without Grade of "F"
	28	Thursday	End of Spring Quarter
	29	Friday	Graduation

SUMMER QUARTER 1992

June	1	Monday	Registration
	2	Tuesday	Classes Begin
	2-4	Tuesday-Thursday	Late Registration & Drop/Add Period
July	3-6		Summer Break
	10	Friday	Midterm
	28	Tuesday	Last day to withdraw from a class OR school without Grade of "F"
August	19	Wednesday	End of Summer Quarter

FIRST SESSION SUMMER 1992

June	1	Monday	Registration
	2	Tuesday	Classes Begin
	2-3	Tuesday-Wednesday	Late Registration & Drop/Add Period
	18	Thursday	Midterm
	26	Friday	Last day to withdraw from a class OR school without Grade of "F"
July	3-6		Summer Break
	10	Friday	End of First Summer Session

SECOND SESSION SUMMER 1992

July	13	Monday	Registration
	14	Tuesday	Classes Begin
	14-15	Tuesday-Wednesday	Late Registration & Drop/Add Period
	30	Thursday	Midterm
August	7	Friday	Last day to withdraw from a class OR school without a Grade of "F"
	19	Wednesday	End of Second Summer Session

General Information

EQUAL OPPORTUNITY POLICY STATEMENT

Mitchell Community College shall continue to offer equal employment opportunities to its existing personnel and applicants for employment without regard to race, color, religion, sex, age, handicap, or national origin. The "Open Door" philosophy extends equal educational programs and instructional opportunities to the college's service area. Ongoing compliance with Federal and State regulations shall be enforced with specific regard to:

(A) Age Discrimination in Employment Act of 1967 (as amended)
(B) Civil Rights Act of 1968
(C) Civil Rights Acts of 1866 and 1871
(D) Title VI of Civil Rights Act of 1964
(E) Executive Order No. 11246 (as amended)
(F) The Rehabilitation Act of 1973 (as amended: Sec. 503; Sec. 504)
(G) Title IX of Educational Amendments of 1972
(H) Equal Pay Act of 1963 (as amended)
(I) Title VII of Civil Rights Act of 1964 (as amended)

Persons with concerns related to areas falling under Federal and State regulations should contact the Affirmative Action Officer, whose office is located in the Frazier House, telephone number (704) 878-3200, extension 258.

LOCATION

Mitchell Community College is located in Piedmont North Carolina, downtown Statesville, in the foothills of the Blue Ridge Mountains. Interstate Highways 40 and 77 intersect on the outskirts of the city. Statesville is situated approximately 50 miles north of Charlotte, and 50 miles southwest of Winston-Salem. The population of Statesville and Iredell County is approximately 92,000.

HISTORY

Mitchell Community College began operations as such on July 1, 1973. It merged a rich historical past, steeped in tradition and culture, with a vibrant and relevant present when Mitchell College joined with 56 sister institutions in the state to become a community college.

Mitchell College enrolled its first students in 1856. Concord Presbytery had authorized its establishment as early as 1852; and with the exception of one period, it remained under the control of Concord Presbytery until 1959, when it became an independent community college.

The Main Building, constructed in 1856, is a stuccoed brick structure of three stories, ornamented by a lofty portico with six massive columns. In 1907 the Shearer Hall was added to the Main Building. The first floor

contains an auditorium and is equipped with a pipe organ and a concert grand piano.

The Student Union is the college social center and contains a T.V. room, recreational facilities, the book store, and food service facilities. This building was constructed in 1963.

The Mitchell Community College Learning Resources Center was opened in 1967. It houses the library, audio-visual center and Rotary Auditorium which seats 149.

The Vocational Building was occupied Spring Quarter 1977. The beautiful new structure houses five vocational labs, technical and vocational classrooms, technical labs and general instruction classrooms. The architecture of the building was carefully matched with the library which is located directly across the street.

The Science Building completes the structures surrounding the historic Mitchell Circle. It was occupied at the beginning of the summer session 1979. The two-story building provides three labs and two classrooms for vocational programs, four labs and three classrooms for the sciences, and an attractive student waiting area. The architecture blends well with the other four buildings around the Circle.

The Continuing Education operation is administered in the renovated D. Matt Thompson Junior High School on West Front Street. Some of the classes and labs are located at Statesville Senior High School; South Iredell High School; The Mooresville Center; North Iredell High School; Statesville Recreation Center and at many industrial sites throughout the county.

The college became coeducational in 1932, and in 1955 was admitted to membership in the Southern Association of Colleges and Schools. The excellence of the college transfer program has been retained. The addition of occupational programs, community service, and adult education to the existing programs has made Mitchell a comprehensive community college. It will continue to fill the needs of a growing number of students.

MISSION STATEMENT

Mitchell Community College is a comprehensive, open-admissions community college dedicated to meeting the post-secondary education and training needs of the citizens of Iredell County and surrounding areas. The college provides an array of high quality programs at low cost in an historically rich environment. Mitchell is a student-centered institution where all persons are encouraged to develop their abilities in a community that respects diversity and is supportive of individual achievement. Concerned with the social, civic, cultural, and economic development of the community as a whole, instruction programs are focused on meeting the education and training needs of all persons over eighteen years of age and persons sixteen years of age and older with special needs. Mitchell Community College commits its resources to the following purposes: (1) to provide associate degree programs for the first two years of academic courses leading to baccalaureate and professional degrees; (2) to provide associate degree, diploma, and certificate programs to meet the pre-service and in-service

manpower training needs for industry, business, government, and service occupations; (3) to serve the adult population with basic education and salable skills; and (4) to enhance personal development through general and continuing education.

MEMBERSHIPS AND APPROVALS

Mitchell Community College is a member of:

American Association of Community and Junior Colleges
North Carolina Department of Community Colleges
Southern Association of Colleges and Schools
National Association of Student Financial Aid Administrators

Mitchell Community College is recognized and approved by:

North Carolina Department of Public Instruction
Division of Vocational Rehabilitation
Southern Association of Colleges and Schools
North Carolina State Board of Community Colleges

VETERANS

Persons enrolled at Mitchell Community College will be eligible to receive Veterans Administration benefits if they qualify.

ALUMNI

The Alumni Services Office strives to maintain current addresses for all MCC graduates to facilitate communication between the College and its graduates, as well as among graduates who wish to contact their former classmates. The Alumni Services Office seeks news items from alumni, publishes an alumni newsletter four times per year, and helps coordinate the annual class reunions held on campus each spring.

Admissions, Expenses, Veterans Information, and Financial Aid

ADMISSIONS

ADMISSION REQUIREMENTS

Mitchell Community College subscribes to the "Open Door" policy as set by the North Carolina Department of Community Colleges. Admission to the College may occur under the following categories:

1. Persons who are high school graduates;
2. Persons who have the GED high school equivalency diploma;
3. Persons who are 18 years old or older without a high school diploma or GED may be admitted as Vocational students;
4. Persons who are 18 years old or older without a high school diploma or GED may be admitted as a "Special Student" in College Transfer or Technical Programs;
5. Persons who are 16 years old or older with special needs and who have written permission from the superintendent of the school system which the student would normally attend.

It should be noted that a high school diploma or GED is required for entry into all post-secondary programs except for Vocational curricula.

The College serves students without regard to race, color, sex, religion, age, handicap, creed, or national origin.

ADMISSION PROCEDURE

Persons wishing to apply for a curriculum program at Mitchell Community College should contact the Office of the Admissions Coordinator for necessary forms, testing dates, and interview appointments. Additional procedures will be forwarded along with the application to each applicant. The following are generally required for all curriculum programs:

1. Application (includes medical and residency status information)
2. High School and College (if transfer student) transcripts
3. Placement Tests
4. Interview
5. Medical examination forms and personal recommendations (Nursing applicants only).

Students applying to the Nursing program please see Nursing Policy and Procedure Manual.

READMISSION REQUIREMENTS

An application for readmission must be completed for those who wish to reenter after an absence of one quarter or more. For readmission to the nursing program, please see the Nursing Policy and Procedure Manual.

PLACEMENT TESTING

All students, except cosmetology students, who enter a curriculum program must take the college placement tests.

SPECIAL CREDIT STUDENTS

Those persons not enrolled in a degree or diploma program must complete an application.

ADMISSION TO CONTINUING EDUCATION PROGRAMS

Any person who is 18 years old, 16 by special permission, or a high school graduate is eligible to enter a Continuing Education Program. Further information is available in the Continuing Education section of this catalog or from the Dean of Continuing Education.

PROVISIONAL ADMISSION

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such a case, all requirements must be completed within the first quarter of attendance.

SPECIAL ADMISSION

Students not meeting the admissions requirements outlined may, in some cases, be admitted on an individual basis. A decision on each case is made by the department chairman concerned. Special admission will be granted if there is good and sufficient reason and may be withdrawn at any time.

VISITING STUDENTS

A person who has been accepted by or is enrolled at another institution may be admitted as a visiting student. An application along with a statement from the dean of the student's own college must be filed in the Admissions Office. Visiting students may take approved courses for transfer credit.

TRANSFER APPLICANTS

Transfer students may enter Mitchell Community College upon meeting requirements as outlined above. Official transcripts of all previous college work must be submitted. Credit will be allowed whenever possible.

TRANSFER OF CREDITS

Educational work taken at a regionally accredited institution in which a grade of "D" or better was earned and a comparable course is offered at Mitchell Community College may be accepted in transfer if appropriate to the student's program of study, provided the student has an overall "C" average. If the overall average is less than 2.0, only grades of "C" or better will be accepted.

Work at institutions which are not regionally accredited is evaluated on the basis of the current issue of Report of Credits Given by Educational Institutions published by the AACRAO and similar publications. Credit toward technical and vocational programs may be accepted from other agencies at the discretion of the college.

Final acceptance or rejection of transfer credits lies with the college. A minimum of 30 quarter hours credit in the student's program of study must be earned at Mitchell to be eligible for graduation.

TRANSFERABILITY OF COURSES AND PROGRAMS

When Mitchell became a junior college in 1925, transfer to senior institutions was its major purpose. Students have traditionally transferred to colleges throughout the nation with little or no difficulty if they did well at Mitchell. Since becoming a Community College in 1973, this situation has not changed.

An in-house Transfer Handbook is published for all counselors and transfer advisors. Also, the manual, Policies of Senior Colleges and Universities Concerning Transfer Students from Two-Year Colleges in North Carolina is used. College catalogs from all North Carolina universities, senior colleges, and junior and community colleges are kept current and are on file in the office of the Dean of Student Development. In addition, all universities and senior institutions are surveyed annually by the college for as much specific information as possible on transfers.

Technical and vocational programs were not designed for transfer; however, in recent years, some senior institutions have begun to receive selected technical courses and/or programs from community colleges. Such decisions and policies are made by individual senior institutions, and information is on file in the office of the Dean of Student Development.

CHANGE OF PROGRAM

Students who change from one program to another within the institution will have credit hours and quality points transferred according to the requirements of the new program. All courses completed within the new program will be used to calculate the quality point average.

CHANGE OF MAJOR PROCEDURE

Change of major may be made *ONLY during registration and pre-registration* periods. This policy will be strictly enforced. Below are listed the steps necessary to complete a Change of Major.

1. Visit the Director of College Job Placement/Counselor in the Main Building–Room 202.
2. Complete a Change of Major Form.
3. The Counselor will review student's records, and will provide counseling concerning the request to change major. Also the student will be informed of the differences in the programs, and the likelihood of losing credits because of the change.
4. When the Change of Major Form is complete and the counseling has taken place the student is assigned a new advisor by the Registrar's Office. The student's folder is transferred to the new advisor.
5. The final step is a "Disclosure Form" mandated by the federal government to be reviewed, dated, and signed by all students entering or changing their major to a vocational or technical program.

COLLEGE LEVEL EXAMINATION PROGRAM

Credit may be allowed for up to 30 quarter hours of college work based on appropriate scores on the CLEP General Examination where appropriate to the student's program of study.

THE COLLEGE BOARD ADVANCED PLACEMENT PROGRAM

Credit may be allowed for up to 30 quarter hours of college work based on exams as given through the College Board Advanced Placement Program. Scores on the exams must be three, four, or five. Credit is allowed only if appropriate to the student's program of study.

SERVICE EXPERIENCE

Veterans may receive credit for USAFI courses and for service school training where appropriate to the student's program and where a comparable course is offered by the college. USAFI courses are evaluated on the basis of the catalog of the USAFI. Service School Training is evaluated on the basis of *A Guide to the Evaluation of Educational Experiences in the Armed Services,* published by the American Council on Education. Credit, not to exceed three quarter hours, is allowed for physical education to veterans upon presentation of discharge or separation papers appropriate to the veteran's course of study. Final acceptance or rejection of the credit lies with the college.

DRUG AND ALCOHOL POLICY

It is the policy of this college that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, on college premises, or as part of any college sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

The term "controlled substance" means any drug listed in 21 DFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and crack. They also include "legal drugs" which are not prescribed by a licensed physician.

The term "alcoholic beverage" includes beer, wine, whiskey, and any other beverage listed in Chapter 188 of the General Statutes of North Carolina.

It is Mitchell Community College's intention to provide a safe educational environment for all students. In addition, the college intends to provide information about services available through the local Health Department, Office of Vocational Rehabilitation and other local agencies.

For additional information, you should review the Mitchell Community College Drug and Alcohol Policy provided in the *Student Handbook.* You should contact the Dean of Student Development if you have problems related to drugs and/or alcohol or have questions about available services.

EXPENSES

STUDENT CHARGES AND REFUNDS

Mitchell Community College operates on the quarter system. Students are required to pay all charges at the time of registration. Tuition charges are set by the State Board of Community Colleges and are subject to change without notice.

1. Tuition and fees for each quarter are payable on or before the date of registration. Any student who is unable to make payment at that time must make a special arrangement with the Financial Aid Office.
2. Written verification for third party billing must be received by the business office before a student will be allowed to register without making payment at the time of registration.
3. A student is not eligible for re-registration who has an outstanding balance due to the college. This includes any outstanding balance at another institution of the Community College system, if known.
4. No students will be allowed to graduate, receive a diploma or certificate, or a transcript of their records, nor will any information concerning their records be forwarded to any other institution or other person so long as the delinquent account is outstanding.
5. Students failing to complete the registration procedure, which includes payment to the Business Office, during the designated registration period as printed in the catalog will be required to pay a $5.00 late registration fee.

GENERAL GUIDELINES FOR STUDENT CHARGES AND REFUNDS

CURRICULUM COURSES

Tuition: TUITION: CURRENT TUITION CHARGES ARE $11.50 FOR IN STATE AND 107.50 FOR OUT-OF-STATE PER QUARTER HOUR WITH A MAXIMUM CHARGE OF 161.00 AND $1505.00 PER QUARTER RESPECTIVELY. CHARGES ARE SHOWN BELOW: 75 for out-of-s 0 and $981.00

Quarte tate

QUARTER HOURS	IN-STATE	OUT-OF-STATE
1	$ 11.50	$107.50
2	23.00	215.00
3	34.50	322.50
4	46.00	430.00
5	57.50	537.50
6	69.00	645.00
7	80.50	752.50
8	92.00	860.00
9	103.50	967.50
10	115.00	1075.00
11	126.50	1182.50
12	138.00	1290.00
13	149.50	1395.50
14	161.00	1505.00

Exceptions: Students who have paid tuition at one institution and are given permission to transfer to another institution shall be issued a letter verifying payment has been made for the quarter and the institution to which they are transferring will accept the letter in lieu of payment.

A student may enroll for the same quarter at two or more institutions and the total amount of tuition paid may not exceed $105.00 or $981.00.

Persons 65 or over are not required to pay tuition.

Refunds: Tuition refunds are made if, in the judgment of the institution, students are compelled to withdraw from college for unavoidable reasons. Students are required to make their requests in writing to the Dean of Student Development. If requests are approved, two-thirds of the tuition is refunded if students withdraw within ten calendar days from the first day of classes for the quarter. Refunds of $5.00 or less are not made. If a course or curriculum fails to materialize, all the tuition is refunded.

If students withdraw after ten calendar days from the first day of classes, but before the end of the quarter for reasons excusable by the institution, students may be allowed credit for the unrefunded tuition and fees if they enroll during any of the next four calendar quarters and petition in writing for such credit.

Students may receive full refunds for classes cancelled by the College; however, there will be no refunds for classes from which students withdraw.

If a student dies during the quarter, all tuition and fees for the quarter are refunded to the estate of the deceased.

Library Fines: A fee for lost books and over-due books is charged. If a lost book fee is charged and the book is later found and returned, the fee is refunded.

Graduation Fees: The following graduation fees are charged: Cap & Gown, $13.00; Diploma or certificate, $13.00.

If students fail to meet the graduation requirements and the cap and gown packages are unopened, the $13.00 charge is refunded. If students do not participate in graduation and ask that their diplomas be mailed, a $4.50 charge is made for registered mail.

Audit Fee: Tuition for auditing classes must be paid except in case of full-time students who may audit with no additional charge.

Credit By Examination: Tuition must be paid for credit by examination except in case of full-time students for whom there would be no additional charge.

Parking: Parking stickers are distributed at registration at no charge. A $1.00 fine is charged for each parking violation.

Physical Education Fees: The following physical education activity courses have fees as shown:

Golf	$20.00	Racquetball	$20.00
Bowling	$20.00		

If a student withdraws from the class before the first class meeting, the fee is refunded. No part of this fee is refunded after the first class meeting.

Insurance: A group accident insurance policy is available to students on a voluntary basis. Coverage is to and from school and for school-sponsored activities. The contract is September-September and the annual charge is

$6.75 regardless of the quarter enrolled. There is no refund of insurance charges.

Registration Fee: There is no registration fee; however, students registering after the day of registration are charged a late fee of $5.00.

Student Fee: All students who take eight or more quarter hours are charged a $9.00 student fee for the fall, winter, and spring quarters. Students pay a total of $27.00 for the academic year if they are enrolled for all three quarters. The fee is distributed as follows:

Student Government	$ 5.00
Athletics	$ .50
Circle	$ 3.50

All expenditures from these funds are related directly to student activities.

Exceptions: Students who take courses that are taught off campus are not charged a student activity fee. Persons who are employed as law enforcement officers and enroll in the Criminal Justice program are not charged the student activity fee.

Refunds: Rules governing student activity fee refund are the same as those for tuition refund.

Transcripts: No transcript is released without the written permission of the student. 24 hours notice is required along with $1.00 fee per transcript.

Books: Cost of books will vary from program to program; however, most students pay an estimated $405 for books for the academic year, with the first quarter charges being considerably more than the other two quarters.

Special Fees: Because of the nature of some programs, additional supplies, materials, tools, etc., may be required for purchase by the student. The following list gives the estimated cost for these items. The student is responsible for securing these items and monies are not handled by the institution.

Air Conditioning	$ 60.00
Automotive Mechanics	200.00
Electrical Installation	130.00
Electronics Engineering	130.00
Cosmetology	310.00
Industrial Maintenance	110.00
Mechanical Drafting and Design	100.00
Welding	550.00
Freshman Associate Degree Nursing Student	87.50
Sophomore Associate Degree Nursing Student	541.50
Freshman Art Student	50.00 per quarter
Sophomore Art Student	50-150.00 per quarter

NON-CURRICULUM EXTENSION COURSES

Tuition: A non-refundable $25.00 fee is charged for occupational classes. A registration fee of $20.00 is charged for avocational, academic, and practical skills classes.

Exceptions: Students who are prison inmates are charged no registration fee.

Volunteer firemen, fire department personnel, volunteer rescue and lifesaving personnel, and local law enforcement officers are offered job-related training extension courses with no registration fee.

Patients of state alcoholic rehabilitation centers are charged no registration fee.

Clients of sheltered workshops and Adult Development Centers are charged no registration fee.

Students of courses supported by grants and funds derived from sources other than state appropriations are charged no registration fee.

Persons enrolled in the Adult High School Diploma class or GED prep class, are charged no registration fee.

Persons 65 years of age, or older, are charged no registration fee.

Institutions may sponsor self-supporting classes. Charges are whatever is necessary to pay for the class.

1991-92 STUDENT BUDGETS FOR MITCHELL COMMUNITY COLLEGE

Students Living With Parents

	9 Months	*12 Months*
Room/Board	$1,636	$2,182
Transportation	772	1,030
Clothing	412	550
Personal	773	1,031
Medical	201	269
	$3,794	$5,062
Tuition/Fees	342	447
*Books/Supplies	405	540
	$4,541	$6,049

Self-Supporting Students

	9 Months	*12 Months*
Room/Board	$3,506	$4,673
Transportation	772	1,030
Clothing	412	550
Personal	929	1,237
Medical	281	372
	$5,900	$7,862
Tuition/Fees	342	447
*Books/Supplies	405	540
	$6,647	$8,849

*For Nursing Students the cost of Books/Supplies should be adjusted to reflect the following expenses:

	1st Year	*2nd Year*
1st Quarter	$ 791	$158
2nd Quarter	315	105
3rd Quarter	42	105
4th Quarter	116	—
	$1,264	$368

Budget Derivation:

Budget figures are derived from student surveys, local agencies, merchants, professional cost of living increases and national comparison data. Transportation is based on an average of 18 miles per day at 26 cents per mile.

VETERANS/NATIONAL GUARD/ RESERVES INFORMATION

Persons enrolled in an approved program at Mitchell Community College will be eligible to receive Veterans Administration benefits if they qualify.

No school may have the authority to negotiate VA educational benefits checks either directly or indirectly. All educational benefit checks are mailed directly from the Veterans Administration to the veteran or eligible person. It is the student's responsibility to pay for tuition, fees and books.

All VA recipients are prohibited from receiving payment of educational benefits for auditing a course or for a course which is not used in computing graduation requirements, including any course from which the student withdraws unless there is a finding of mitigating circumstances causing withdrawal. Circumstances which directly hinder any eligible recipient's pursuit of a course and which are judged to be out of the student's control, illness, death in the immediate family, financial obligations which require a change in terms, hours, or place of employment which precludes pursuit of a course, discontinuance of a course by a school or active duty military service, including active duty for training may be considered mitigating.

The VA shall not approve an enrollment in any course for an eligible recipient, not already enrolled, for any period during which more than 85 percent of the students enrolled in the course are having all or part of their tuition, fees or other charges paid for them by the educational institution or by the VA pursuant to title 38, United States Code.

Standards of Progress... All VA recipients must meet the requirements for academic progress as set forth in the Catalog and the Student Handbook. Our procedure is to check each recipients overall QPA at the end of each quarter. If the student's overall QPA is below school standards, he is placed on probation for one quarter. If, at the end of this time, his QPA is still below the school's standard, he will be terminated with the Veterans Administration for unsatisfactory progress. If a recipient's academic status falls into the category mentioned above, he will be referred to the Dean of Student Development to be placed on Conditional Status at the end of the quarter during which unsatisfactory progress has occurred. He will conduct the initial screening interview. If student is a recipient of VA educational benefits, it will be required he be placed on Conditional Status. The Dean of Student Development will develop and implement a plan with the student which will include minimum QPA he may attain for that conditional quarter. He will meet with the student on a scheduled basis. At the end of the conditional status quarter, the Dean of Student Development will review the student's academic progress. If progress is satisfactory according to the plan, the student will be removed from Conditional Status and be re-certified to the Veterans Administration retroactively to the beginning of that quarter (effective Fall, 1985.)

All recipients must inform the Veterans Affairs Office of all academic drops of courses which change their status as full-time, ¾ time, or ½ time. If the reason for dropping in credits is not due to mitigating circumstances,

the VA will go back to the beginning of the quarter and charge that student with an overpayment. A student must also notify the Veterans Affairs Office of a withdrawal.

No money will be received from the Veterans Administration until the student has been certified by the Veterans Affairs Office at Mitchell. No certification will be mailed until students complete their files including high school transcripts, GED scores, and college transcripts where applicable. Certification should take place as soon as possible in order to avoid a delay in receiving the first check (it takes approximately 30 days from the date of certification before the first check is received.)

Certain documents may be required by the Veterans Administration for certification purposes. They are a certified copy (from the Courthouse) or member No: 4 of the DD 214 (discharge papers), or a DD Form 2384 (Notice of Basic Eligibility for National Guard and Reservists only). Check with the Asst. Financial Aid Officer to see which documents are required in order to be certified.

Benefits are determined by the academic course load as indicated in the table below:

College Transfer & Technical —
Full: 12 credit hours & above
¾: 9 to 11 credit hours
½: 6 to 8 credit hours

Vocational —
Full: 22 contact hours & above
¾: 16 to 21 contact hours
½: 11 to 15 contact hours

The Regional Office address is: Veterans Administration Regional Office, 251 North Main Street, Winston-Salem, N.C. 27102. The toll free number is 1-800-642-0841.

The telephone number for the Veterans Affairs at Mitchell is 704-878-3200. Call or visit this office any time for further information.

SERVICEMEMBERS OPPORTUNITY COLLEGE

Having pledged to abide by the Principles and Criteria of Servicemembers Opportunity Colleges (SOC) and to assist in meeting the higher education needs of military personnel, Mitchell Community College has been designated a Servicemembers Opportunity College. SOC is sponsored by the American Association of State Colleges and Universities of the American Association of Community and Junior Colleges, in cooperation with 11 other national associations in higher education, the Office of the Secretary of Defense, the Military Services and the Coast Guard.

U.S. ARMY RESERVE OFFICERS TRAINING PROGRAM

Mitchell Community College has a cooperative program with Davidson College under which Mitchell students may enroll in the U.S. Army Reserve Officers Training Program (ROTC). Both men and women are eligible for this program and must travel to either the Davidson College campus or to the Charlotte Army Reserve Center to take instruction and training.

Under this arrangement, students planning to enter a four-year degree granting institution may fulfill the requirements for the Basic Course of ROTC (Freshman and Sophomore years) while at Mitchell. In the Advanced Course of ROTC (Junior and Senior years), students may enter in a contractual agreement with the Army.

Detailed information on this program is available from the Department of Military Science, Davidson College, Davidson, N.C. 28036, (704) 892-2231.

FINANCIAL ASSISTANCE INFORMATION

The purpose of financial aid is to help students who would be unable to attend Mitchell without assistance. To be considered for aid an ACT Family Financial Statement must be completed and the Pell Grant must be applied for by checking the appropriate box on the form.

APPLICATION PROCEDURES FOR FINANCIAL ASSISTANCE

1. Obtain the ACT forms from high school counselors or the Financial Aid Office at Mitchell Community College.
2. Complete and mail the forms to ACT in Iowa. Incomplete forms will not be processed. Be sure to check boxes applying to the Pell, and include the code for a report to be sent to Mitchell Community College.
3. Students must contact the Financial Aid Office when they receive reports from ACT.
4. Complete applications will then be considered by the Financial Aid Awards Committee. Students will be notified of decisions and the reasons for those decisions.

For more information contact the Financial Aid Office, Main Building, Room 216 or call 878-3200, extension 232 or 214.

DEADLINES

The ACT forms should be mailed by the student at least two months prior to enrollment. Complete reports should be on file in the Financial Aid Office by:

June 1 for Fall Quarter
November 1 for Winter Quarter
February 1 for Spring Quarter
May 1 for Summer Quarter

To be considered for the N.C. Student Incentive Grant, the ACT form should be completed by March 1, prior to September enrollment.

TYPES OF AID AVAILABLE

Pell Grant
Supplemental Educational Opportunity Grant (SEOG)
North Carolina Student Incentive Grant (NCSIG)
College Work Study (CWS)
Scholarships
North Carolina Insured Student Loans (Also known as GSL/Stafford Loan)
Veteran's Educational Aid (See Veterans' Officer)

After completing an ACT form and having a report sent to Mitchell, a student is considered for financial aid. The available funds are then distrib-

uted among eligible students according to need. Need is the difference between cost of education (expenses such as tuition, fees, room, books, supplies) and the amount the student and family can afford to pay. A student may receive several different awards. Grants are not repaid. Work Study awards must be earned as hourly wages for part-time work on campus. Loans must be repaid after the student's education is completed. The interest rate on Insured Loans is 8% until the end of the fourth year of the repayment period and then 10% beginning with the fifth year of repayment for new borrowers who have no outstanding balance on Stafford, Supplemental, PLUS, of Consolidation Loan(s) made for enrollment period(s) beginning before July 1, 1988. Repayment begins 6 months after leaving school.

Students denied financial aid are entitled to an explanation as to the basis for denial. Appeals must be made in writing to the Financial Aid Appeals Committee and addressed to the Financial Aid Officer within 10 days of receiving notification of denial of aid. The Financial Aid Appeals Committee shall convene for the purpose of hearing the appeal and notify the student as to the committee's decision.

CHECK DISBURSEMENT

Financial aid checks may be picked up at the Business Office upon presentation of the student's valid MCC identification card. Check disbursement dates are as follows: Scholarships, SEOG, NCSIG and NCISL checks are available on registration days; Pell checks are distributed twice a quarter at registration and pre-registration; and College Work Study checks will be distributed on the 25th of each month.

RIGHTS AND RESPONSIBILITIES

All aid applicants and recipients are entitled to know the following information:

Cost of attendance and refund policies.

Types of aid available, application procedures, and deadlines.

Criteria used in selection of financial aid recipients.

How financial need is determined and how much of the student's need has been met.

Each type and amount included in the financial aid package; how and when the student will be paid.

May request an alteration of their award at any time.

Satisfactory progress guidelines.

About Mitchell's programs and physical facilities.

Names of its accrediting organizations.

Special facilities and services available to the handicapped.

Borrowers of educational loans have the right to know the interest rate on account owed, repayment schedule, and cancellation and deferment provisions.

Work-Study participants have the right to know the type of job, hours, and rate of pay.

All aid applicants are responsible for:

Completing the financial aid application accurately, and submitting it on time to the right place.

Providing necessary information for verification, corrections, etc., when requested by the Financial Aid Office.

Informing the Financial Aid Office of any changes in their financial situation, mailing address, marital status, number of dependents, employment status, or academic program.

Accepting responsibility for reading and understanding all forms signed by student.

Borrowers of educational loans should notify the lender of any changes in name, address, or school status.

TRANSFER STUDENTS

If a student transfers from one school to another, his/her financial aid does not automatically accompany. The student must take the necessary action to continue receiving financial assistance.

If a student is transferring to Mitchell, a financial aid transcript must be submitted from the previous school at the student's request.

If a student had a Pell Grant, he/she must get a copy of the Student Aid Report (SAR) to submit to the Financial Aid Officer.

A borrower from the NCISL/ Stafford Loan Program should check with the lender to be sure the loan can continue at the new school.

SCHOLARSHIPS

Scholarships are awarded according to criteria established by donors. Additional scholarship sources are prevalent in the community through local profit and nonprofit organizations. For more information contact the Financial Aid Office.

THE ALUMNI SCHOLARSHIP was established in 1979 by the Mitchell Community College Alumni Association. The Scholarship will be awarded annually to a child or grandchild of an alumnus, with the stipulation that the recipient must maintain a 2.0 grade point average.

THE ANDERSON FAMILY SCHOLARSHIP was established by the Anderson family to assist students who wish to continue their formal education. The scholarship will be awarded annually to any student who has financial need.

THE ANNIE AUSTIN NICKS SCHOLARSHIP was established in 1984 by her daughter, Millie Nicks, to be administered by the Statesville Business and Professional Women's Organization. The scholarship is to be awarded annually to a young women who is a high school graduate or within 3 months of graduating. She must be 18 to 25 years of age, be accepted in accredited school of nursing pursuing a graduate degree in nursing, or be accepted in an accredited school of business pursuing a graduate degree in business.

THE APICS SCHOLARSHIP was established in 1988 by the Central Carolina Chapter #315 of American Production and Inventory Control Society. The scholarship will be awarded annually to a student at Mitchell Community College on the basis of need.

THE AUGUSTUS BARKER RAYMER AND DOROTHY DILLON RAYMER MEMORIAL SCHOLARSHIP was established in 1988 in memory of their contributions to their family, community, and church. These scholarship gifts were contributed to enrich the lives of other generations. Descendents of William P. Dillon and wife, Ruby McNeel Dillon, and Dewey L. Raymer, Sr., and Ethel B. Raymer will be given preference if they wish to further their education provided that they have good scholastic averages.

THE BEATY-FOX-LAZENBY MEMORIAL SCHOLARSHIP through Cool Springs United Methodist Church was established June 18, 1978 in loving memory of C.H. "Buck" Beaty, Earl D. Fox, and R.R. "Dock" Lazenby who loved and were dedicated to their church, school, and the community. This scholarship was established by Mr. & Mrs. Blaine Beaty, Dr. and Mrs. Frank Settle, Mr. and Mrs. Edgar Sowers, and Mrs. Blanch W. Lazenby and is awarded first to members of the above church and secondly, to any resident of the Cool Springs Community.

THE BELK-DOGWOOD SCHOLARSHIP was established in 1974 for the winners of the Statesville Dogwood Pageant. If none of the winners attend Mitchell Community College, the funds are awarded to other students based on need and academic standing.

THE BETA SIGMA PHI SCHOLARSHIP FUND of Sigma Phi Gamma is awarded annually to an Iredell County female on the basis of need and academic achievement.

THE BILLY WATT MEMORIAL SCHOLARSHIP was established by

William N. and Hilda S. Watt in memory of their son, Billy Watt. The scholarship will be awarded annually to graduates or seniors of Alexander Central High School. Applications for the scholarship should be made to the Alexander Central High School Scholarship Committee.

THE BUNCH SCHOLARSHIP FOR EXCELLENCE was established and endowed by the family of Lizzie May Pardue Bunch. Because of her interest in the education of young persons, the scholarship will be awarded to a second year student or students, on the basis of scholarship, character, and leadership potential.

THE CARTER SCHOLARSHIP was established in 1974, in memory of Dr. and Mrs. Joe Carter and will be awarded as funds are available.

THE CITY OF PROGRESS LIONS CLUB OF STATESVILLE SCHOLARSHIP was established in 1987 by the City of Progress Lions Club. The scholarship will be awarded annually to the student through Mitchell Community College on the basis of need (with preference given to the sight impaired student) and academic achievement.

THE DAVIS COMMUNITY HOSPITAL SCHOLARSHIP LOAN was established in 1987 to provide financial assistance to student nurses in their educational efforts toward the payment of their tuition, fees, books, supplies, and required physical examinations. The student must be enrolled in the clinical nursing courses, and for each school year the scholarship is given, the student will be required to repay the hospital by working 2,080 hours for one calendar year. For further information, contact the Financial Aid Officer at Mitchell Community College, the Director of the Associate Degree Nursing Program at Mitchell Community College, or the Director of Nursing at Davis Community Hospital.

THE DEAN A. REEP MEMORIAL SCHOLARSHIP was established in 1989 by Hassill and Dorothy Reep and Joy Reep Shuford. The scholarship will be awarded annually to a student who plans a career in the prevention of crime (including, but not limited to political science, criminal justice, sociology, psychology, pre-law, and counseling) on the basis of North Carolina residency (preferably), academic success, need, and high moral character.

THE ELECTRIC SUPPLIES OF STATESVILLE SCHOLARSHIP was established in 1985 by Allen Deal of Electric Supplies of Statesville, Inc. It is awarded annually to a full-time student planning a career in the electrical area. Preference will be given to Iredell County residents.

ELIZABETH HILL NURSING SCHOLARSHIP established in 1983 in honor of Miss Elizabeth Hill who established the nursing school at Davis Hospital and spent most of her adult life educating and supervising professional nurses. The endowed program is funded from earnings of the Macie Reagan Freeze estate by trustees Jack R. Harris and T. C. Homesley, Jr. Awards will be made to promising students or applicants from the earnings of the endowment based on selections by the Scholarship committee.

THE ELKS LODGE #1823 AWARD SCHOLARSHIP was established in 1986 by the Statesville Elks Lodge #1823. The scholarship will be awarded annually to two full-time students attending Mitchell Community College on the basis of merit and need.

THE EXCHANGE CLUB SCHOLARSHIPS were established in 1977. The three annual scholarships are awarded to Iredell County residents

demonstrating need and a desire for education. Each scholarship provides tuition and fees for three quarters.

THE FLORENCE DAWSON SCHOLARSHIP FOR WOMEN IN CRIMINAL JUSTICE was established in 1989 by the Piedmont Mediation Center. The scholarship will be awarded annually to a full-time female Criminal Justice student who is a resident of Iredell, Alexander, Davie, or Davidson County on the basis of successful completion of one year in Criminal Justice with a 2.5 average. The student must be willing to take mediation training.

THE FRANK HOLLAND MEMORIAL SCHOLARSHIP was established in 1983 by the Home Builders Association of Statesville-Mooresville, Inc. It is awarded annually to a graduate of one of the five area high schools who is enrolled in the vocational field.

THE FRED B. BUNCH, JR. SCHOLARSHIP was established in 1981 by his family and friends in memory of Mr. Bunch's contributions to the community and his support of Mitchell. He served as a member of the Board of Trustees for a number of years and as Chairman from 1967-1970. The scholarship will be awarded from fund earnings and priority will be given to a student having academic potential and needing assistance in achieving educational goals at the college.

THE GEORGE A. SCOTT SCHOLARSHIP was established in 1971 in loving memory of George A. Scott, who, during his short lifetime, showed a dedication to the church, a deep sense of community responsibility, and a concern for education by serving as a Mitchell College trustee. The scholarship is endowed by his business associates and friends in appreciation of the example which he set. It will be awarded annually to children of employees of Ross Furniture Co., Inc. and Statesville Chair Company. Should there be no applicants from employee families, it may be awarded to other deserving Iredell County students.

THE GRACE MILLS SCHOLARSHIP was established in 1990 by the family and friends of Grace Mills. The scholarship will be awarded annually to a graduate of the Adult High School Diploma Program on the basis of academic potential and need.

THE HENRIETTA WALLACE SCHOLARSHIP was established in 1982 by Constance and Julius Aronson in memory of their sister, the late Henrietta Wallace, who studied music at Mitchell and had a deep love for the arts. The scholarship will be awarded annually to a pre-science major who demonstrates financial need.

THE HOLBROOK NURSING SCHOLARSHIP was established in 1984 with a gift from the Davis Hospital Foundation. The Board of Trustees named the scholarship in honor of Dr. J. Sam Holbrook not only for his support of nursing education in the area, but for his years of service to Mitchell as a supporter and trustee. The scholarship will be awarded annually from the earnings of the endowment; based on performance and need of the applicant; and selected by the Scholarship Committee.

THE HOME BUILDERS ASSOCIATION OF STATESVILLE-MOORESVILLE, INC. SCHOLARSHIP is awarded annually to a graduate of one of the five area high schools who is enrolled in the vocational field.

THE HUNT MANUFACTURING COMPANY SCHOLARSHIP was

established in 1983 by the Hunt Manufacturing Company Foundation. The selection of the recipient is based on academic promise.

THE INEZ G. HOLCOMB, R.N.-H.F. LONG HOSPITAL ALUMNI SCHOLARSHIP was established in 1989 by the family of Inez G. Holcomb and the H. F. Long Hospital Alumni Association. The scholarship will be awarded annually to a deserving student enrolled in or planning to enroll in the Associate Degree Nursing Program on the basis of the selection of the designated scholarship committee (consisting of the Financial Aid Officer, President of Mitchell Community College, Dean of Student Development, Director of Associate Degree Nursing Program, Chairman of the Alumni Association Scholarship Committee, and one family member).

THE IREDELL CONTAINER CORPORATION SCHOLARSHIP was established in 1986 in support of Mitchell Community College and as a part of the Community Service Program of Iredell Container Corporation. The scholarship amount will be determined by the needs of the recipient based upon the selected program of study. A scholarship will be awarded annually.

THE IREDELL MEMORIAL HOSPITAL, INC. SCHOLARSHIP-LOAN PROGRAM was established in 1987 in order to encourage more students to pursue a career in nursing. The scholarships will be awarded annually to students who are enrolled in the clinical nursing courses at Mitchell Community College. In exchange for the scholarship the student must agree to work at Iredell Memorial Hospital, Inc. one year for each year the scholarship is received. For further information, contact the Financial Aid Officer at Mitchell Community College, the Director of the Associate Degree Nursing Program at Mitchell Community College, or the Chief Executive Officer at Iredell Memorial Hospital, Inc.

THE IRMA HOLMES HALL LIBRARY SCHOLARSHIP, which is endowed by friends of Mrs. Irma Holmes Hall and her husband, W. Frank Hall, was established to encourage students interested in library science as a vocation. The scholarship will be awarded from endowment earnings.

THE JAMES GRUBBS MARTIN SCHOLARSHIP was established in 1989 by the North Carolina Community College Alumni Association in honor of his overall support of the system. The scholarship will be awarded to a full-time student of Mitchell Community College on the basis of financial need.

THE JANE SHAW MYERS MEMORIAL SCHOLARSHIP was established in 1985 in loving memory of Jane Shaw Myers, who during her short lifetime was dedicated to her school teaching profession. The scholarship is endowed by the descendents of John Calvin and Della Hatchet Fox to be awarded to Jane's cousins and their families and to Jane's children and their families.

THE JOEL MARLIN MEMORIAL SCHOLARSHIP was established in 1985 by Larry Marlin in memory of his father Joel Marlin. The scholarship will be awarded annually to any deserving student who might otherwise be unable to attend college on the basis of need.

THE JOHNNY WAYNE MCLAIN SCHOLARSHIP was established in 1966 in memory of Johnny McLain, by friends of his family and members of the Concord Presbyterian Church, Loray Community, Statesville. He was the

first soldier from his church killed in Vietnam. The amount of the scholarship is to be determined by the earnings from the principal sum, and awarded to students accepted for admission at Mitchell Community College and recommended by the Concord Presbyterian Church.

THE JOSEPH DAVIS SCHOLARSHIP was established in 1983 by Mrs. Jessie Davis Hardy in memory of her brother. Priority in awarding the scholarship will be given to descendents or relatives of their father, Jesse Tilden Davis as well as students interested in business or industrial maintenance. Applications should be made to the Mitchell Community College Scholarship Committee.

THE JUNIOR SERVICE LEAGUE SCHOLARSHIP was established in 1985 by the Statesville Junior Service League. It is awarded annually to a woman returning to school on the basis of need.

THE K. C. ELLER LEADERSHIP AWARD is given each year to a rising sophomore who has demonstrated leadership traits characterized by Mr. Eller, who served as chairman of the Mitchell Community College Board of Trustees from July 1, 1973 until his death on February 10, 1975.

THE LAKE NORMAN REGIONAL MEDICAL CENTER TUITION ASSISTANCE AGREEMENT was established in 1988 to encourage more students to pursue a career in nursing. The scholarship is awarded to Associate Degree Nursing students at Mitchell Community College. If, after successful completion of a degree, the recipient becomes employed by the Hospital, the scholarship-loan will be forgiven at the discretion of the hospital.

THE LAURENCE MCLELLAND SCHOLARSHIP was established in 1986 by the Young Adult Class of Mountain View United Methodist Church and the family of Laurence McLelland. The scholarship will be awarded annually to a second year nursing student who is hard working and shows initiative on the basis of financial need and academic promise.

THE LOUIS AND CHARLOTTE GORDON MEMORIAL SCHOLARSHIP was established in 1978 by Gordon Industries, Inc. in memory of the late Louis and Charlotte Gordon for their contributions to humanity and for their deep interest in and concern for young people. The scholarship will be awarded annually to a young Iredell County resident on the basis of financial need.

THE LOUISE GILBERT ART SCHOLARSHIP was established in 1977 by the Margaret Raynal Bible Class of First Presbyterian Church in memory of Louise Gilbert for her contribution to the College and community in the field of art. The scholarship will be awarded annually to an art student with preference being given to a student from Iredell County.

THE MARY AND SAM JONES SCHOLARSHIP FUND was established in the will of Sam P. Jones, to be awarded to Iredell County student(s) at the sound discretion of the Board of Trustees. The first recipient was named for Fall of 1977. The amount is to be determined by income earned on the trust fund.

THE MCC-CBC COSMETOLOGY CLUB SCHOLARSHIP was established by the cosmetology students. The scholarship is awarded annually to the student who is the winner of an amateur styling contest.

MEMORIAL SCHOLARSHIPS are funded by donations received as memorials. The awards are made from available funds to students who have financial need which is unmet by other sources.

THE MICHAEL WILKIE MEMORIAL SCHOLARSHIP was established in 1988 by Mr. and Mrs. John Wilkie. The scholarship will be awarded annually to a graduate of North Iredell High School who plans to attend Mitchell Community College on the basis of financial need and the recommendation of the high school guidance counselor. The recipient must maintain a quality point average of at least 2.5.

THE MISS ELIZABETH HILL FAMILY NURSING SCHOLARSHIP was established in 1986 by the family of Miss Elizabeth Hill who established the Davis Hospital School of Nursing and spent most of her adult life educating professional nurses. The scholarship will be awarded annually on the basis of need and grades. Descendents of graduates of the Davis Hospital School of Nursing will be given first consideration.

THE MITCHELL COMMUNITY COLLEGE ART CLUB SCHOLARSHIP was established in 1977 by students of art at Mitchell Community College. Students raise money annually through various fundraising activities. The award pays full tuition for an academic year, and is awarded annually to an entering freshman on the basis of high school art achievements.

MITTIE HUSKINS CALDWELL NURSING SCHOLARSHIP FUND established in 1982 by J. P. Huskins in memory of his sister, Mittie Huskins Caldwell, who spent most of her adult life nursing young minds. Awards will be made from the earnings of the endowment to promising students or applicants of the Associate Degree Nursing Program based on selection by the Scholarship Committee.

THE MURDOCK SCHOLARSHIP was endowed by Mr. and Mrs. Harvey Murdock. A recipient must be from Iredell County.

THE NORTH CAROLINA COMMUNITY COLLEGE SCHOLARSHIP PROGRAM was established in 1984. The scholarships will be awarded annually to needy students based on the guidelines set up by the Department of Community Colleges.

THE ORA AND MARY EDNA MATHESON SCHOLARSHIP was established in 1988 by their family and friends in memory of their love of education, their contributions to the community, and Mary Edna's contributions to Mitchell of over thirty-two years of service. She taught business, served as Business Manager, and was secretary for the Board of Trustees. The scholarship will be awarded from fund earnings and priority will be given to a student having academic potential or demonstrating academic skills.

THE OWLETTES CLUB SCHOLARSHIP was established in 1985 by the Owlettes Club Scholarship Fund. The scholarship will be awarded annually to preferably a sophomore Black American seeking a Baccalaureate Degree on the basis of leadership potential and academic achievement.

THE PAUL AND ANNIE MCGILL WILSON SCHOLARSHIP was established in 1979 from the estate of Annie McGill Wilson, Class of 1924. Preference shall be given to students who are interested in library science, have financial need, and demonstrate academic talent.

THE PHI BETA LAMBDA SCHOLARSHIP was established by the

Zeta Alpha Theta Chapter of Phi Beta Lambda. It is awarded to an outstanding business student on the basis of academic merit and financial need.

THE PHILLIP FEIMSTER MEMORIAL SCHOLARSHIP was established in 1981 in memory of Phillip Feimster, an outstanding student athlete. The scholarship is awarded on the basis of leadership, athletic ability, and financial need.

THE PURPLE HEART SCHOLARSHIP was established in 1959 by Chapter No. 285 of the Military Order of the Purple Heart of the United States of America, Inc. in memory of Pfc. Lee Roy Smith, S/Sgt. Hugh Smith Denny, and Sgt. John Troy Troutman, three Iredell County veterans killed by enemy action in the line of duty. The scholarship is to be awarded to Iredell County residents, based on scholastic ability and need, with priority given to direct descendents of Purple Heart veterans and other veterans.

THE R. MORRIS OVERCASH SCHOLARSHIP was established in December 1987 by the employees of Mid-State Electric Distributors, Inc. in honor of their supervisor. The Scholarship will be awarded annually to a deserving student in the Electrical Installation and Maintenance Program.

THE RUTH GAIL CONGER SCHOLARSHIP was established in 1982 by the Quota Club of Charlotte in loving memory of their charter president and honorary member, the late Ruth Gail Conger, for her outstanding leadership and contributions of service to the work of the Quota Club and for her concern for and interest in the education of young people.

THE SALLY H. LEWIS/ELIZABETH C. ELLIS SCHOLARSHIP was established by the Lambda Gamma Chapter of the Sigma Phi Gamma Sorority. It is awarded annually to a student enrolled in the Associate Degree Nursing Program on the basis of financial need.

THE SOUTHERN BELL TELEPHONE AND TELEGRAPH COMMUNITY COLLEGE SCHOLARSHIP PROGRAM was established in 1986. Two scholarships will be awarded annually to residents of North Carolina pursuing a degree at Mitchell Community College. Students with the greatest financial need are given top priority.

THE SPANN, MAGNUM, CROOM & DOCKERY MEMORIAL SCHOLARSHIP was established in 1974 by the Spann, Magnum, Croom & Dockery Board of Directors for their outstanding leadership in the Statesville community. It will be awarded annually to a minority student recommended by a board member or members, on the basis of need, commitment and leadership.

THE STATESVILLE ASSOCIATION OF INSURANCE WOMEN SCHOLARSHIP was established in 1986. It is awarded annually to one graduate of each of the four local high schools.

THE STATESVILLE BRICK COMPANY SCHOLARSHIP was established in 1976 by the management of Statesville Brick Company to assist employees and their children who are interested in the acquisition of educational skills.

THE STATESVILLE/CITY OF PROGRESS KIWANIANNE CLUB SCHOLARSHIP was established in January 1991. It is awarded annually to an Iredell County female on the basis of financial need. The selection will be made by the Mitchell Community College Scholarship Committee, and the recipient must maintain a quality point average of at least 2.00.

THE STATESVILLE COMMUNITY CLUB SCHOLARSHIP was established in 1967 honoring Mrs. Thomas E. Anderson and her daughters, Miss Grace Anderson and Miss Ina Anderson. Both Mrs. Anderson and Grace were teachers at Mitchell College. It is endowed by funds from the Statesville Community Club and held in trust by the First Union National Bank. The scholarship is to be awarded annually to worthy residents of Iredell County who are interested in advanced education.

THE STATESVILLE JAYCEES SCHOLARSHIP was established in 1986 by the Statesville Jaycees. The scholarship will be awarded annually to a deserving female student and a deserving male student on the basis of selection by the Mitchell Community College Scholarship Committee.

THE STATESVILLE KIWANIS CLUB SCHOLARSHIP was established in 1977. It is to be awarded annually to a resident of Iredell County, based on academic achievement and financial need.

THE STIMPSON CITY EMPLOYEE SCHOLARSHIP was established and endowed for the benefit of the employees of the City of Statesville, and will be awarded to an employee or a member of the employee's immediate family.

THE THOMAS D. NOLEN, SR. SCHOLARSHIP was established in 1986 by his wife Mrs. Julia H. Nolen and their family and friends. The scholarship will be awarded annually to an Iredell County resident on the basis of need and interest in higher education.

THE THOMAS LEE AND ETHEL AUSTIN DYSARD MEMORIAL SCHOLARSHIP was established in 1986 by Mrs. T. L. Dysard, Jr. The scholarship will be awarded annually to a full-time student who is preferably an Iredell County resident enrolled in a religion course.

THE W. K. BESS FAMILY SCHOLARSHIP was established in 1988 by Dan and Susan Williams in memory of Mr. and Mrs. W. K. Bess, Sr. and Mr. Kenny Bess. The scholarship will be awarded annually to any member of the W. K. Bess, Jr. family primarily or any descendent of Mr. and Mrs. W. K. Bess, Sr. secondly on the basis of wanting to attend Mitchell Community College in any curriculum.

THE WACHOVIA TECHNICAL SCHOLARSHIP was established by the Wachovia Bank and Trust Company for two technical students in their second year of study who demonstrate financial need, scholastic promise, and prior successful academic performance at Mitchell.

THE WILLARD GOOGE CARITHERS SCHOLARSHIP was established by a gift from Mrs. Carithers' Estate and donations from her friends and family. Because of her interest in young people, fine arts, and the college, the earnings of the scholarship fund will be awarded annually with priority given to Iredell County residents demonstrating talent in fine arts, having financial need, and interested in pursuing their studies at the college. Applications should be made to the Scholarship Committee.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Financial Aid recipients, in addition to maintaining the cumulative quality point average specified on page 47 of the College Catalog, must

complete 8 credit hours per quarter if full-time, 6 credit hours if three-quarter time, and 4 credit hours per quarter if half-time. The maximum number of quarters to complete the degree for financial aid purposes are as follows:

	No. of Quarters in College Transfer	No. of Quarters in Technical	No. of Quarters in Vocational
Full-time	12	13	9
Three-quarter time	16	17	12
Half-time	24	25	18

If a recipient does not meet the grade point average and minimum hours completed per quarter, the student will be placed on academic probation the proceeding quarter. If at the end of the probationary period, the qualitative and quantitative aspect of satisfactory progress has not been met, the student will be notified of termination from financial aid. Reinstatement can be made by meeting the satisfactory progress guidelines or by the appeal process.

Mitigating Circumstances — Due to the additional requirements set forth by the Federal government and the importance of student notification, catalog revisions and consumer information, the policy will not be enacted retroactively, but will become effective with the 1984-85 academic year. The policy will be reviewed periodically to determine its effectiveness and purpose.

Student Life

Mitchell Community College is interested in helping all students develop to their fullest potential. With this goal in mind, the college strives to offer a comprehensive program in academics as well as social and cultural activities to build well-rounded persons.

STUDENT RESPONSIBILITY

Students at Mitchell Community College are expected to conduct themselves as ladies and gentlemen in accordance with generally accepted standards of morality and decency at all times. The college is in accordance with Federal, State, and local statutes and will cooperate with the respective law enforcement agencies in their enforcement. The code of Student Conduct and Student Appeals procedure are detailed in the Student Handbook, which is distributed to each student enrolled in a curriculum program or course.

PRIVACY RIGHTS

The College recognizes and assumes responsibility for the protection of student rights regarding privacy. Consequently, the official academic record is open to the student upon written request by him. The forwarding of information to any other agency will occur only when the student requests in writing that it be sent. Students' Rights and Privacy Policy is printed in the Student Handbook.

VEHICLE REGISTRATION

All vehicles driven on the college campus must be registered and have a parking permit properly displayed. Any violation of college traffic rules and regulations will result in a fine.

HANDICAPPED STUDENTS

Special parking facilities are available to handicapped students. Requests for special parking permits are to be submitted to the Dean of Student Development.

All permanent instructional facilities are readily accessible by handicapped students. Art and Criminal Justice are taught in temporary facilities. Special arrangements will be made for handicapped students who desire to use these facilities.

The Affirmative Action Officer is the person to contact for additional information concerning facilities for the handicapped. The office is in Frazier House.

FACULTY ADVISORS

Upon completion of the admissions process each student is assigned an advisor. In technical and vocational areas these advisors are the primary instructors. In the college transfer area advisors are randomly assigned. Recognizing that advisee-advisor relationships are as important as classroom instruction, advisors are available daily for assistance in needed areas. Specialized assistance is available through the Dean of Student Development.

PLACEMENT SERVICE

Mitchell Community College offers job placement service to students for part-time or regular employment. The services of the Job Placement Office are available to current and graduating students, alumni, and prospective employers.

Graduating students are given counsel and assistance in preparing for job placement. Information pertaining to job opportunities is provided, along with assistance in gathering and presenting information to prospective employers. Interviews are arranged for representatives of business and industry who visit the campus to recruit prospective employees. Further information may be obtained from the Job Placement Office.

COUNSELING

Counseling and guidance services are provided by the college to aid students in determining their vocational and educational programs as well as assisting in resolving problems of a personal nature which might affect progress toward educational objectives. Professionally trained counselors are available.

HEALTH SERVICES

Persons who desire to see a doctor may check the Student Development Office for the names of local doctors who work closely with the college. Serious injuries should be referred immediately to the emergency room at Davis Hospital, or to Iredell Memorial Hospital.

ATHLETICS

Mitchell Community College fields intercollegiate athletic teams in golf and tennis. The institution is a member of the Western Tarheel Conference. Students interested in competing in these sports should see the coaches.

INTRAMURALS

The Intramural Program is open to all students and college employees who believe that this program would improve their personal outlook on life,

physical and mental well-being and social happiness. It is not designed as a practice opportunity for varsity athletes. With this in mind, all students who have previously been a member of a varsity program are ineligible for Intramurals at Mitchell Community College in their specialized areas.

STUDENT ORGANIZATIONS

Mitchell Community College encourages students to be active in affairs of the institution. Through organizations, the students will find opportunities for entertainment, making new friends, leadership, and service to the college community.

All student organizations must be approved by the administration and Student Government Association. Each organization must have a copy of its constitution or purpose which includes a statement of open membership without regard to race, color, religion, handicap, sex, creed, or national origin, and the name of a faculty advisor on file with the Student Government Association.

STUDENT GOVERNMENT ASSOCIATION

The purpose of the Student Government Association is to help each student develop a personal sense of pride for and responsibility to the college, and to accept his democratic responsibilities as an American citizen.

The Student Government Association acts as an intermediary between the student body and the administration of the college, serving as a student forum representing the student to the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. All students who pay activity fees are members of the Student Association.

PUBLICATIONS

The Office of the Dean of Student Development is responsible for student publications that are published periodically throughout the year. The purposes of these publications include: dissemination of information, establishment of channels of communications, development of student initiative and responsibility, and publication of a permanent record of events and activities. The college retains rights of editorship of its publications.

The "Circle" is the college yearbook. It is published annually.

The "Student Handbook" is the student's guide. It is published annually.

The "Transfer Handbook" is published annually.

The "College Catalog" is published annually.

The "Activity Calendar" is published monthly.

The "Bulletin" is published weekly.

The "Dimensions" is the literary magazine. It is published annually.

THE LEARNING RESOURCES CENTER

The Learning Resources Center provides resources and services which support the instructional program at Mitchell.

Reader services include reference assistance, book selection, and interlibrary loans. Audiovisual services include equipment for viewing and listening and production facilities.

The Dewey Classification System is used for cataloging all materials. Cards are filed in a dictionary type card file. All materials—books, pamphlets, films, slides, videotapes, records, audiotapes—may be located by consulting the card catalog for author, title, or subject.

The Audiovisual Production Center provides facilities for production of

— audiotapes (plus duplication of tapes)
— videotapes
— transparencies
— lamination
— dry mounting
— encapsulation
— signs, posters, lettering
— photography—black/white, color

Copy facilities include a coin operated copier, a microfilm reader/printer, and microfiche reader/printer. Copy is ten cents per page.

The paper-back section offers classics and current best sellers.

College catalogs—from most of the colleges and universities in North Carolina and a few out-of-state are available for check out.

The Mitchell LRC houses only one special collection. The "History Room" holds a combination of the history of Mitchell College, Iredell County, and North Carolina. Included in the collection are early Iredell County Newspapers, from 1897-1954.

A reading room on second floor is furnished with lounge type seating as well as study tables. This room has a fireproof wall so that students may be free to smoke without endangering the rest of the building.

A typing room on second floor is equipped with electric typewriters.

Books are checked out for a period of two (2) weeks. A fine of five cents (.05) per day is charged for overdue books.

The LRC is Open:

Monday - Thursday	8 A.M. - 10 P.M.
Friday	8 A.M. - 5 P.M.
Sunday	1 P.M. - 5 P.M.
Quarter breaks	8 A.M. - 5 P.M.

COLLEGE INFORMATION OFFICE

The Mitchell Community College Information Office is the college's official information agency, responsible for communicating to the public the word about Mitchell programs and people. This task is accomplished through the use of news releases, exhibits, speaker's bureau and other similar media.

STUDENT UNION

Mitchell Community College provides a Student Union for the convenience of the students. The union houses a student lounge area with recreational facilities. In addition, food service is available for breakfasts, lunches and snacks.

The Student Union is open from 7:30 a.m. to 8:00 p.m., Monday through Thursday, and from 7:30 a.m. to 1:00 p.m. on Friday.

BOOKSTORE

The College operates a Bookstore on the second floor of the Student Union. Both new and used textbooks are sold, plus general school supplies, and cloth goods. The normal hours of operation are: 9:00 a.m. to 12:00 noon, Monday through Friday, and at other times by appointment. During registration, and the first week of classes, the Bookstore is open longer hours to accommodate the students.

PARKING RULES AND REGULATIONS

All motor vehicles parked on Mitchell property by faculty, staff and students must be registered with the Business Office. Failure to register a vehicle will result in a traffic citation of $1. Vehicle permits must be displayed. If, for any reason, a student must drive a car without a registration permit, a temporary permit must be obtained from the switchboard.

The official vehicle registration card issued by the Department of Motor Vehicles and a driver's license must be presented when registering a vehicle. In addition, the MCC car registration form must be completed before a permit is issued. Registration is for one academic year beginning with the first day of Fall quarter and ending with the first day of registration the next Fall quarter.

The driver and/or owner shall be responsible for all violations incurred by the vehicle. Penalties are payable at the Business Office from 8:00 a.m. until 4:30 p.m. daily and thereafter at the Switchboard. Payments can also be mailed to MCC-Business Office. Failure to pay fines will cause the offender to be ineligible to register, receive grades, or a transcript.

The campus is generally quite congested; a speed limit of 10 mph is posted, but seldom is it safe to move that rapidly. Broad Street, Mulberry Street, Walnut Street, Gill Street, Race Street, and Cherry Street are city streets and all city ordinances apply. Gill Street and Cherry Street meet in the parking lot and must be kept open as city streets. NO PARKING and RESERVED PARKING must be observed.

Handicap permits may be obtained from the Dean of Student Development. Visitor permits may be obtained from the Library or the Switchboard. Any questions concerning vehicles and parking should be directed to the Business Office.

Academic Regulations

QUARTER SYSTEM

Mitchell operates on a four quarter system. The fall, winter, spring and summer quarters are each approximately eleven weeks in length with additional summer sessions divided into two 5½ week sessions. The college is in session five days a week. Classes normally meet hourly for fifty minutes with a ten minute break between them. The number of times that a class meets each *hour* per week is determined by the number of quarter hours credit.

Quarter hours credit is awarded as follows: one quarter hour of credit for each hour per week of class lecture, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour of credit for each three hours per week of shop practice.

REGISTRATION

All students are required to register at the beginning of each quarter of attendance. Students attending courses for which they are not officially and completely enrolled will receive neither grade nor quarter hour credit for the course. Most students fall into this category when they have not completed registration or formal course addition. Formal registration includes payment to the Business Office. Because students are listed in the teacher's roll book does not necessarily mean that they are enrolled for the course. Formal completed enrollment is based on the official class rosters generated by the Registrar's Office as soon as possible after registration week. Students whose names are not on that roster should be so advised, and completion of enrollment then becomes the student's responsibility.

RESIDENCE — AND — TUITION STATUS

Residence status is established for tuition purposes when a student enrolls. An application for this purpose is completed during the registration procedure.

Appeals may be made to the Dean of Student Development when a student questions the status, or when a student's status changes. If the student is not satisfied with the decision at this point, appeals may be made to the State Residence Committee.

CHANGE OF SCHEDULE

Changes in a class schedule after registration must be made in the office of the Registrar.

The last day that courses may be added each quarter (normally three days after registration) is stated on the college calendar. Any student wishing

to drop a course must complete the drop procedure processed through the office of the Registrar and the Business Office.

STUDENT COURSE LOAD

Students must register for 12 credit hours per quarter in college transfer and technical programs, and 22 contact hours in vocational programs to be considered full-time, and the course load must not drop below these hours per quarter. These requirements are minimal to receive full V.A. benefits.

The normal course load varies with each program. For college transfer the course load is 16 credit hours per quarter while the normal course load for the technical programs is 18 credit hours per quarter. Vocational programs normally consist of at least 22 contact hours per week.

Students may not register for more than 21 credit hours without approval of the Dean of Student Development, unless required by their occupational curriculum. Approval of an overload will be determined on the basis of past achievement of the students.

It is recommended that students who are employed either on a part-time or full-time basis consult with their faculty advisors to determine the course load appropriate for their particular case.

CLASSIFICATION

Students are classified as freshmen from initial enrollment until 45 quarter hours credit have been earned, at which time they are classified as sophomores. For student activities purposes, students must have been enrolled for a minimum of three quarters before they are classified as sophomores.

ATTENDANCE POLICY

Regular class attendance is considered to be a vital ingredient in scholastic achievement and is one of the many responsibilities of the college student. As a result, the student is expected to be in attendance for each class meeting unless prohibited by uncontrollable events. No absence exempts the student from completing the work assigned during the absence. The student will assume the responsibility of determining what work was missed. Students anticipating an absence should contact their instructors in advance to make necessary arrangements.

The instructor is responsible for informing students in writing of the class attendance policy at the beginning of each quarter.

The instructor will inform the Registrar's Office when a student fails to comply with the attendance policy of the class or fails to attend for two consecutive weeks. The instructor wil assign a grade of "F" at the end of the quarter to any student who has not complied with the class attendance policy or has failed to attend for two consecutive weeks. Students will receive a "W" instead of an "F" if they complete the proper withdrawal form in the registrar's Office.

WITHDRAWAL POLICY

In order to officially drop a single course, a student must submit a completed drop form, signed by the instructor and the advisor, to the Registrar's Office.

In order to officially withdraw from school, a student must submit a completed withdrawal form to the Dean of Student Development.

A student may drop a course or withdraw from all courses up to and including the published date to drop or withdraw with a grade of "W". A student who fails to drop or withdraw officially will receive a grade of "F" for any course not completed satisfactorily.

After the published drop or withdrawal date, withdrawals from school will be permitted only for medical or emergency situations; however, no withdrawals will be permitted after exams begin. In order to declare a medical or emergency situation, the student must submit a written request to the Dean of Student Development for approval. Additional documents may be required.

NOTE: Failure to attend class or to notify the instructor does not constitute an official drop or withdrawal.

GRADING SYSTEM AND QUALITY POINT AVERAGE

The 4.00 quality point system is used to calculate student quality point averages. The letter grades used are:

A — Excellent — 4 quality points per quarter hour

B — Good — 3 quality points per quarter hour

C — Average — 2 quality points per quarter hour

D — Passing — 1 quality point per quarter hour

F — Failed — No quality points per quarter hour

I — Incomplete — Work must be completed satisfactorily within the next quarter, except that, where circumstances warrant, the instructor may approve an extension of time up to one year from the closing date of the course. If the "I" has not been removed by the designated date, a grade of "F" will be recorded.

W — Withdrawal — Denotes official withdrawal from school.

AU — Audit — No grade or quality points.

NS — No Show-Recorded for students who register for classes, but do not attend at least one class session prior to the 20% point.

*P — Pass

*NP — Non-Pass

The quality point average is calculated by dividing the total number of quality points earned by the total number of quarter hours attempted, including both courses passed and failed, unless the courses have been repeated. When a course is repeated, the last grade earned will be included in calculating the QPA. All courses attempted will be shown on the official transcript.

A "C" average is required for graduation. On the 4.00 quality point system, a "C" average is a 2.00 quality point average.

*Given for developmental courses only. Institutional credit only is awarded. Hours are not counted toward graduation and are not figured in the student's quality point average.

GRADE REPORTS

Records of progress are kept by this institution on veteran and non-veteran students alike, and progress records are furnished all students at the end of each scheduled school quarter.

DEAN'S LIST

The Dean's List is published at the end of each quarter. It is published as follows:

Full time—Any student enrolled for at least twelve quarter hours and earns a quality point average of 3.5 or better with no grade below "C" will be on the Full Time Dean's List for that quarter.

Part Time—Any student enrolled for at least six quarter hours, but less than twelve, and earns a quality point average of 3.5 or better with no grade below "C" will be on the Part Time Dean's List for that quarter.

GRADUATION HONORS

High Honors—A student who has a cumulative grade point average of 3.75 or greater with no grade below a "C" will receive High Honors at graduation.

Honors—A student who has a cumulative grade point average of 3.50 to 3.74 with no grade below a "C" will receive Honors at graduation.

At lease fifty percent of the curriculum requirements must be completed at Mitchell Community College to be eligible for honors at graduation. Certificate programs do not qualify for honors.

GRADUATION MARSHALS

The graduation marshals are those freshmen who have the highest grade point average for their first two quarters and have earned a minimum of 30 quarter hours. They will assist in graduation exercises.

College Transfer, Technical, and Vocational areas will be represented. The number of marshals from each area is determined by the number of students enrolled in each area.

SATISFACTORY ACADEMIC PROGRESS

The following scale will be used as a basis for determining a student's status for certification purposes to the Veteran's Administration, Social Security, Vocational Rehabilitation, student loans and scholarship agencies, conditional status, and other private or public agencies requiring such information.

Students receiving financial aid must maintain satisfactory academic progress to continue receiving aid. The total hours attempted are utilized in the computation of the overall accumulative quality point average. This includes both courses passed and failed, unless the course has been repeated. When the course is repeated, the last grade earned will be included in

the calculation of the quality point average. For further information, see the Financial Aid Section of the catalog.

Veteran students must meet the requirements for academic progress as set forth below. If veterans do not meet this requirement, they will be placed on academic probation for one quarter. If they do not bring their overall grade point average up to within school standards by the end of that quarter, they will be terminated with the Veterans Administration in Winston-Salem. The procedure for reinstatement of VA benefits is given on page 30.

Degree Programs		**Diploma Programs**		**Certificate Programs**	
Hours	*QPA*	*Hours*	*QPA*	*Hours*	*QPA*
0-15	1.00	0-20	1.25	0-7	1.50
16-30	1.25	21-40	1.50	8-13	1.75
31-45	1.50	41-60	1.75	14-	2.00
46-60	1.75	61-	2.00		
61-75	1.90				
76-	2.00				

Students enrolled in the Nursing Program please see Nursing Policy and Procedure Manual, PROGRESSION POLICY.

CONDITIONAL STATUS

Because of the difficulty some students experience in satisfactorily meeting institutional academic standards (as shown in the College Catalog and the Student Handbook), conditional status for them may be necessary. The procedures for placing them on conditional status will be as follows:

1. At the end of each quarter the Dean of Student Development or an appointed designee will review the grades of all students registered for that quarter. If the overall quality point average of students is below that prescribed in the Satisfactory Academic Progress scale shown in the College Catalog and the Student Handbook, they will be notified by first-class mail to make an appointment for an interview with the Dean of Student Development or an appointed designee.
2. The academic record of each student will be secured from the Registrar's Office, and will be reviewed by the student and the Dean of Student Development or an appointed designee. The Dean of Student Development or an appointed designee will recommend to students things that should be done in order for the students to bring their quality point average up to satisfactory progress. Included in the recommendations will be referral to other college agencies, such as the MIND lab, the Career Center, etc. Tutoring service and study habits will be addressed. If there are problems facing students that are other than academic, they will be addressed also.
3. Students may continue to be enrolled at Mitchell Community College unless they are dismissed for misconduct, or fail to maintain satisfactory academic progress as defined in the College Catalog or the

Student Handbook. Conditions for readmission will be stated in the dismissal directive of each student.

CREDIT BY EXAMINATION

Credit by examination may be allowed for a given course if a regularly enrolled student can demonstrate the required level of proficiency as a result of independent study and experience. This credit will be based on a division examination under the direction of the chairperson of the division in which the course is offered. Credit hours will count toward graduation; they will not be computed in quality point average as grades and quality points will not be recorded. Application for credit by examination must be processed in the Registrar's Office. Tuition must be paid except in cases of full-time students for whom there would be no additional charge. Examinations may be scheduled at the discretion of the division chairperson involved. Not all courses may be challenged, and those appropriate must be determined by the Division Chairperson.

ADVANCED PLACEMENT

Students entering Mitchell Community College from Statesville City Schools, Iredell County Schools, or Mooresville City Schools may be awarded advanced placement credit as provided in an agreement between these school systems and Mitchell Community College.

Advanced placement credit based on high school achievement may be allowed to students enrolling full-time in the Business Department. Details concerning specific requirements are available from counselors at the high schools or at Mitchell Community College.

Students enrolled in the Nursing Programs, please see the Nursing Policy and Procedure Manual.

DEVELOPMENTAL STUDIES PROGRAM

The goal of the Developmental Studies Program is to meet the challenge of the College's "open door" admissions policy, which brings students of varying educational needs and abilities to the campus, and to fulfill the College's purpose "to be of optimum educational and cultural service to the people within its geographical area." The College is committed, through the Developmental Studies Program, to providing ample opportunities for all students to meet their educational needs. The program offers to students course work, Mind Lab opportunities, and counseling designed to both remediate specific academic weaknesses and to develop other skills necessary to success in college. Upon completion of the developmental work prescribed as a result of placement, students will be better prepared for the demands of their chosen curriculum.

THE CAREER CENTER

The Career Center offers individuals, ranging from high school age through the adult years, assistance in the process of examining and exploring career opportunities. The following services are available:

Career Counseling Assistance in clarifying each individual's career objective including a plan of action.

Vocational Testing Career interest inventories assist an individual in determining vocational areas of interest. An understanding is gained of one's interests, skills, and values.

Advisement Guidance is offered in the selection of academic major. Information regarding various college services and referral to appropriate offices.

Career Information Library Contains information on numerous occupations: an overview of job descriptions, salaries, training requirements, advancement opportunities, and trends.

Job-Finding Skill Development Information on how to implement job search strategies, the interviewing process, the hidden job market, job seeking skills, and resume writing.

Computerized Vocational Guidance Software programs which facilitate the career decision-making process and which contain current information on various career areas.

Study Skills Development Instruction provided through seminar, publications, and videocassette.

THE MITCHELL INSTRUCTIONAL AND DEVELOPMENTAL LABORATORY

The MIND Lab provides assistance in course work to curriculum students. Writing help and tutoring assistance in all course work are the primary services offered. Computers are available to students for composing and printing of papers.

The MIND Lab is open during the day Monday through Friday from 8:00 to 3:00 and during the evening Monday through Thursday from 5:30 to 8:30.

AUDITING CLASSES

Classes may be audited with permission of the instructor if space is available; however, no class may be audited more than once. The audit may occur either before or after taking the course for credit. Priority will be given to regular credit students. Any class with more than fifty percent audits may not be taught. No one will be allowed to audit an independent study or independent studio course.

Participation in class discussion and examinations is at the option of the instructor. No credit by examination can be allowed for courses that have been audited. A grade of "AU" will be recorded with no hours credit or quality points. Registration or changes in registration for audits must be completed during the regular registration or change periods. Regular fees will be charged.

Any exception must be approved by the Dean of Student Development.

REPEATING COURSE WORK

Any course in which an "F" or "D" is received may be repeated until a grade of "C" or better is earned. The last grade earned will be used in calculating the QPA. All courses attempted will be shown on the official transcript.

No course may be counted for credit more than once except for physical education activity courses, which may count twice, and certain vocational courses in which state certification is mandated.

In those cases where a course in which the student received an "F" is not offered during the remainder of that student's residence, an equivalent course may be substituted upon recommendation of the division chairperson or program director and the appropriate dean for purposes of meeting program requirements.

Any exception must be approved by the Dean of Student Development.

TRANSCRIPTS

An official transcript of work at Mitchell Community College will be sent to the appropriate institution upon written request by the student. For each transcript there is a charge of $1.00. No transcript will be released until the student's account is cleared with the Business Office and the Library.

REQUIREMENTS FOR GRADUATION

The following requirements apply to programs; however, some divisions may have additional requirements applicable only to that division.

1. Students in the programs awarding diplomas are required to reach a reading proficiency level. Students in programs awarding the Associate in Arts, Associate in Fine Arts, Associate in Science, or Associate in Applied Science degrees are required to make satisfactory scores on the reading placement test, or successfully complete reading requirements.
2. Students may graduate under the Catalog in which they entered, or may elect to graduate under any catalog issued after entry into the College and prior to graduation provided they were enrolled in the College during the time when the catalog was in effect. Along with the appropriate number of hours earned and the completion of all required courses for their specific program, students must have a 2.00 quality point average in order to graduate and receive a degree, diploma, or certificate. No course substitutions may be made and no graduation requirements may be waived without recommendation from the program director, division chairman, and administrative approval.
3. Application for graduation and payment of graduation fees must be made during the registration period for the student's last quarter.
4. Presence at graduation is a requirement. When attendance is impossible, the student may petition, in writing, the Dean of Student Development for permission to graduate in absentia. Such petition must be made at least thirty days before commencement exercises.
5. A minimum of thirty quarter hours credit in the student's program of study must be earned at Mitchell Community College in order to be eligible for graduation, except in the nursing program.
6. In the Associate Degree Nursing program a minimum of 43 credit hours in nursing courses must be earned at Mitchell Community College.
7. A maximum of eleven quarter hours credit may be earned at another institution and accepted for graduation purposes after a student transfers from Mitchell Community College.
8. In addition to the above school requirements, an exit interview with the nursing faculty is required. This is a compilation of the rating of the student by all clinical instructors who have supervised that student. The exit interview will be included as part of all future employment references.

Educational Programs

Mitchell Community College offers a wide range of planned educational programs. The programs may range in length from four quarters to seven quarters. Formal recognition for successful completion of a program will vary depending on the nature of the curriculum. Mitchell Community College recognizes successful academic completion as:

College Transfer:

Associate in Arts Degree — minimum 96 quarter hours credit

Associate in Fine Arts Degree — minimum 96 quarter hours credit with 36 hrs. in Fine Arts

Associate in Science Degree — minimum 96 quarter hours credit

College Transfer Programs:

Pre-Art	—C-003
Pre-Business Administration	—C-004
Pre-Liberal Arts	—C-011
Pre-Science	—C-018
Special Credit	—C-301

Technical:

Associate in Applied Science Degree — minimum 108 quarter hours credit; Certificate — minimum 16 quarter hours credit.

Technical Programs:

Accounting	—T-016
Administrative Office Technology	—T-030
Associate Degree Nursing	—T-059
Basic Law Enforcement Training	—T-189
Business Administration	—T-018
Business Computer Programming	—T-022
Criminal Justice	—T-129
Electronics Engineering Technology	—T-045
General Office Technology	—T-033
Industrial Management Technology	—T-049
Mechanical Drafting and Design Technology	—T-043
Special Credit	—T-301

*Other Programs

Vocational:

Diploma — minimum 64 quarter hours credit.

Certificate — minimum 16 quarter hours credit.

Vocational Programs:

Air Conditioning Heating & Refrigeration	—V-024
Automotive Mechanics	—V-003
Cosmetology	—V-009
Electrical Installation & Maintenance	—V-018
Industrial Electronic	—V-045

Industrial Maintenance	—V-028
Welding	—V-050
Special Credit	—V-301

*Early Childhood Associate (T-073), Medical Record Technology (T-053), and Respiratory Care Technology (T-091) are offered in partnership with other community colleges. Generally, the majority of first-year courses can be taken at Mitchell Community College.

The remainder of the courses must be taken at or through the appropriate cooperating institution.

READING REQUIREMENTS FOR ALL PROGRAMS

The following requirements must be successfully met by students in all programs:

Associate in Arts, Associate in Fine Arts, Associate in Science —
Must make satisfactory score on the reading test, or take Reading 092 and 094, or take 094.

Associate in Applied Science —
Must make a satisfactory score on the reading test, or take Reading 092 and 094, or take 094.

Diploma Programs —
Must take Reading 1101, or receive credit by examination.

COLLEGE TRANSFER PROGRAMS

College transfer curricula are designed for students who intend to transfer to a senior institution to pursue a baccalaureate degree. Flexible by design, the courses can be selected to meet the general education requirements of most colleges and universities. Students in these curricula are encouraged to examine the requirements of the senior institution to which they plan to transfer for completion of their four-year degree. Counselors and advisors are available to assist students in designing their programs.

The minimum requirement for Associate in Arts, Associate in Science, and Associate in Fine Arts degrees is 96 quarter hours as specified below, with an overall grade point average of 2.00 or higher.

ASSOCIATE IN ARTS DEGREE

Communications .....9 credit hours
ENG 151, 152, 153 required.
Physical Education .....3 credit hours
Humanities and Fine Arts .....14 credit hours
Courses must be selected from art, modern language, literature, music, religion, and oral communication but must include at least 5 credit hours in literature.
Mathematics .....5 credit hours
MAT 161 or higher level course required.
Science .....12 credit hours
Introductory science sequence required.
Social Science .....15 credit hours
Western Civilization or American History sequence required.
Electives .....38 credit hours
Students should select electives which correspond with their major and the institution to which they wish to transfer.

ASSOCIATE IN SCIENCE DEGREE

Communications .....9 credit hours
ENG 151, 152, 153 required.
Physical Education .....3 credit hours
Humanities and Fine Arts .....8 credit hours
Courses must be selected from art, modern language, literature, music, religion and oral communication but must include at least 5 credit hours in literature.
Mathematics 20 credit hours
Completion of MAT 253 required.
Science .....24 credit hours
Two complete three-course sequences required.
Social Science .....10 credit hours
Western Civilization or American History sequence required.
Electives .....22 credit hours
Students should select electives which correspond with their major and the institution to which they wish to transfer.

ASSOCIATE IN FINE ARTS DEGREE

Communications — 9 credit hours
ENG 151, 152, 153 required.

Humanities and Fine Arts — 12 credit hours
Courses must be selected from literature, modern language, religion, music, and oral communication but must include 5 credit hours in literature.

Mathematics — 5 credit hours
MAT 161 or higher level course required.

Science — 12 credit hours
Introductory science sequence required.

Social Science — 10 credit hours
Western Civilization or American History sequence required.

Physical Education — 3 credit hours

Electives — 5 credit hours
Liberal arts area and/or areas related to major

Professional Program Courses — 40 credit hours

PRE-LIBERAL ARTS (C-011)

(Suggested Curriculum)

Associate in Arts Degree

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ENG	151	Composition I	3
MAT	161	College Algebra	5
BIO	151	General Biology or	
CHM	161	General Chemistry or	
PHY	271	General Physics	4
PED		Physical Education	1
		Elective	3
SECOND QUARTER			
ENG	152	Composition II	3
BIO	152	General Biology or	
CHM	162	General Chemistry or	
PHY	272	General Physics	4
HIS	151	History of Western Civilization or	
HIS	251	American History	5
PED		Physical Education	1
		Elective	3
THIRD QUARTER			
ENG	153	Composition III	3
BIO	153	General Biology or	
CHM	163	General Chemistry or	
PHY	273	General Physics	4
HIS	152	History of Western Civilization or	
HIS	252	American History	5
PED		Physical Education	1
		Elective	3

	Course Title	Qtr. Hrs. Credit
FOURTH QUARTER		
ENG	Literature	5
	Electives	11
FIFTH QUARTER		
	Humanities and Fine Arts	5
	Social Science Elective	5
	Electives	6
SIXTH QUARTER		
	Humanities and Fine Arts	4
	Electives	12

PRE-BUSINESS ADMINISTRATION (C-004)

(Suggested Curriculum)

Associate in Arts Degree

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ENG	151	Composition I	3
HIS	151	History of Western Civilization or	
HIS	251	U.S. History	5
BIO	151	General Biology or	
CHM	161	General Chemistry or	
PHY	271	General Physics	4
PED		Physical Education	1
		Elective	3
SECOND QUARTER			
ENG	152	Composition II	3
HIS	152	History of Western Civilization or	
HIS	252	U.S. History	5
BIO	152	General Biology or	
CHM	162	General Chemistry or	
PHY	272	General Physics	4
PED		Physical Education	1
		Elective	3
THIRD QUARTER			
ENG	153	Composition III	3
BIO	163	General Biology or	
CHM	163	General Chemistry or	
PHY	273	General Physics	4
EDP	151	Introduction to Data Processing	5
PED		Physical Education	1
		Humanities and Fine Arts	3
FOURTH QUARTER			
BUS	161	Accounting Principles	4
ECO	251	Macroeconomics	5
MAT	161	College Algebra	5
		Literature	5
FIFTH QUARTER			
BUS	162	Accounting Principles	4
ECO	252	Microeconomics	5
MAT	191	Concepts & Techniques of Calculus	5
SIXTH QUARTER			
BUS	163	Accounting Principles	4
MAT	171	Introductory Statistics	5
		Humanities and Fine Arts	6

PRE-SCIENCE (C-018)

(Suggested Curriculum)

Associate in Science Degree

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ENG	151	Composition I	3
HIS	151	History of Western Civilization or	
HIS	251	U.S. History	5
BIO	151	General Biology or	
CHM	161	General Chemistry or	
PHY	271	General Physics	4
PED		Physical Education	1
		Elective	3
SECOND QUARTER			
ENG	152	Composition II	3
HIS	152	History of Western Civilization III or	
HIS	252	U.S. History II	5
BIO	152	General Biology or	
CHM	162	General Chemistry or	
PHY	272	General Physics	4
PED		Physical Education	1
		Elective	3
THIRD QUARTER			
ENG	153	Composition III	3
MAT	171	Introductory Statistics	5
BIO	153	General Biology or	
CHM	163	General Chemistry or	
PHY	272	General Physics	4
		Elective	4
FOURTH QUARTER			
MAT	252	Calculus I	5
BIO	151	General Biology or	
CHM	161	General Chemistry or	
PHY	271	General Physics	4
ENG		Literature	5
PED		Physical Education	1
FIFTH QUARTER			
MAT	252	Calculus II	5
BIO	152	General Biology or	
CHM	162	General Chemistry or	
PHY	272	General Physics	4
		Humanities and Fine Arts	3
		Elective	4
SIXTH QUARTER			
MAT	253	Calculus III	5
BIO	153	General Biology or	
CHM	163	General Chemistry or	
PHY	273	General Physics	4
		Elective	8

PRE-ART (C-003)

(Suggested Curriculum)

Associate in Fine Arts Degree

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ENG	151	Composition	3
HIS	151	History of Western Civilization or	
HIS	251	U.S. History	5
ART	150	Basic Design	3
PED		Physical Education	1
		Humanities and Fine Arts	3
SECOND QUARTER			
ENG	152	Composition II	3
HIS	152	History of Western Civilization or	
HIS	251	U.S. History	5
ART	151	Drawing I	3
		Elective	5
PED		Physical Education	1
THIRD QUARTER			
ENG	153	Composition III	3
MAT	161	College Algebra	5
PED		Physical Education	1
ART	152	Drawing II or Art Elective	3
		Humanities and Fine Arts	4

		Course Title	Qtr. Hrs. Credit
FOURTH QUARTER			
BIO	151	General Biology or	
CHM	161	General Chemistry or	
PHY	271	General Physics	4
ENG		Literature	5
ART		Major Sequence I	3
ART		Minor Sequence I	3
FIFTH QUARTER			
BIO	152	General Biology or	
CHM	162	General Chemistry or	
PHY	272	General Physics	4
ART		Art History	5
ART		Major Sequence II	3
ART		Minor Sequence II	3
SIXTH QUARTER			
BIO	153	General Biology or	
CHM	163	General Chemistry or	
PHY	273	General Physics	4
ART		Art History	5
ART		Major Sequence III	3
ART		Art Elective	6

SPECIAL CREDIT (C-301, T-301, V-301)

These programs are designed for those students who have no desire to work toward a degree, diploma, or certificate but want to take courses. As soon as a student decides to work toward a degree, diploma, or certificate he/she should notify the college so that he/she can be properly advised of requirements, and what he/she must do to meet those requirements.

TECHNICAL PROGRAMS

Technical curriculums are designed to prepare individuals for employment in fields recognized as semiprofessional or paraprofessional in status. They are comprised of collegiate-level studies (not necessarily transferable) providing a greater degree of theoretical knowledge than manipulative skills and are oriented to a broad occupational cluster. Programs involve the application of scientific principles in research, design, development, production, distribution, or service. Programs consist of a sequence of courses which generally can be completed in two years by a full-time student.

The Associate in Applied Science (A.A.S.) degree is awarded to the graduate of a technical curriculum. Such programs require from 96 to 128 quarter hour credits. The certificate is awarded to the graduate of a technical specialty curriculum, which must incluce at least 16 quarter hours credits.

An overall grade point average of 2.00 or higher is required for all degrees and certificates.

ADMINISTRATIVE OFFICE TECHNOLOGY (T-030)

Associate in Applied Science Degree

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

CURRICULUM

Technical/Vocational (Major)	58
Related	35
General Education	20
Electives	0
	113

Major Requirements:

BUS	153,	154, 155, 201, 202, 203 Typewriting	18
BUS	156,	157, 158, 211, 212, 213 Shorthand	24
BUS	125,	126 Office Procedures	6
BUS	122	Filing	3
BUS	215,	216 Word Processing	7

General Education Requirements:

ENG	101,	102, 103 or	
ENG	151,	152, 153 English	9
ENG	250	Oral Communication	3
ECO	251	Economics	5
*General Education Electives			3

Related Requirements:

BUS	128	Business Mathematics	4
BUS	136	Professional Development	3
BUS	150,	151 Business Law	6
BUS	161,	162 Accounting	8
BUS	220	Business Communications	3
EDP	161	Word Processing on the Personal Computer	3
EDP	162	Spreadsheet Processing on the Personal Computer	3
MAT	151	Fundamentals of Math	5

*General Education Electives must come from the areas of English, Social Science, or Humanities.

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ENG	101	Grammar 1 *or*	
ENG	151	Composition I	3
BUS	153	Typewriting	3
BUS	156	Shorthand	4
BUS	122	Filing	3
MAT	151	Fundamentals of Mathematics	5
SECOND QUARTER			
ENG	102	Composition *or*	
ENG	152	Composition II	3
BUS	154	Typewriting	3
BUS	157	Shorthand	4
BUS	125	Office Procedures	3
EDP	161	Word Processing on the PC	3
General Education Elective			3
THIRD QUARTER			
ENG	103	Technical Writing *or*	
ENG	153	Composition III	3
BUS	158	Shorthand	4
BUS	155	Typewriting	3
BUS	126	Office Procedures	3
BUS	136	Professional Development	3
ENG	250	Oral Communication	3

		Course Title	Qtr. Hrs. Credit
FOURTH QUARTER			
BUS	201	Typewriting	3
BUS	211	Shorthand Dictation and Transcription	4
BUS	150	Business Law	3
BUS	161	Accounting Principles	4
BUS	128	Business Mathematics	4
FIFTH QUARTER			
BUS	162	Principles of Accounting	4
BUS	202	Typewriting	3
BUS	212	Shorthand Dictation and Transcription	4
BUS	151	Business Law	3
BUS	215	Word Processing	4
SIXTH QUARTER			
BUS	220	Business Communications	3
BUS	203	Typewriting	3
BUS	213	Shorthand Dictation and Transcription	4
BUS	216	Word Processing	3
ECO	251	Macroeconomics	5
EDP	162	Spreadsheet Processing on the Personal Computer	3

ACCOUNTING (T-016)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as system accountant, cost accountant, budget accountant and property accountant.

CURRICULUM

Technical/Vocational (Major)	59
Related	33
General Education	19
Electives (3 if BUS 153 waived for skills 30 WPM)	0
	111

Major Requirements:

BUS	128	Business Mathematics	4
BUS	161,	162, 163 Accounting Principles	12
BUS	241,	242, 243 Intermediate Accounting	12
BUS	244	Cost Accounting	4
BUS	246	Taxes	4
BUS	248	Auditing	4
BUS	228	Consumer Finance	3
BUS	229	Business Finance	3
BUS	224	Business Management	5
BUS	152	Intro. to Business	5
BUS	153	Typewriting	3

Related Requirements:

BUS	220	Business Communications	3
BUS	150,	151 Business Law	6
BUS	136	Professional Development	3
BUS	200	Accounting on Microcomputers	4
ENG	250	Oral Communication	3
MAT	151	Fundamentals of Mathematics	5
EDP	161	Word Processing on the PC	3
EDP	162	Spreadsheet Processing on the PC	3
		Related Elective	3

General Education Requirements:

ENG	101,	102, 103 English *or*	
ENG	151,	152, 153 Composition	9
ECO	251,	252 Economics	10

Approved Related Electives:

BUS	134,	216, 223, 225, 238
EDP	158,	160, 163

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ENG	101	Grammar 1 *or*	
ENG	151		3
BUS	152	Intro. to Business	5
BUS	161	Accounting Principles	4
BUS	150	Business Law	3
MAT	151	Fund. of Mathematics	5
SECOND QUARTER			
ENG	102	Composition *or*	
ENG	152		3
BUS	151	Business Law	3
BUS	162	Accounting Principles	4
BUS	128	Business Mathematics	4
ECO	251	Macroeconomics	5
THIRD QUARTER			
ENG	103	Technical Writing ENG 153	3
BUS	163	Accounting Principles	4
BUS	153	Typewriting (Waived for 30 wpm)	3
EDP	162	Spreadsheet Processing on the PC	3
ECO	252	Microeconomics	5

		Course Title	Qtr. Hrs. Credit
FOURTH QUARTER			
BUS	241	Intermediate Accounting	4
BUS	244	Cost Accounting	4
BUS	228	Consumer Finance	3
BUS	224	Business Management	5
EDP	161	Word Processing on the PC	3
FIFTH QUARTER			
BUS	242	Intermediate Accounting	4
BUS	248	Auditing	4
BUS	136	Professional Development	3
BUS	229	Business Finance	3
BUS	200	Accounting on the Microcomputer	4
SIXTH QUARTER			
BUS	243	Intermediate Accounting	4
BUS	246	Taxes	4
BUS	220	Business Communications	3
ENG	250	Oral Communication	3
		Elective Related	3

ASSOCIATE DEGREE NURSING (T-059)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate Degree Nursing curriculum is designed to prepare graduates to integrate the principles and theories of nursing and the sciences in utilizing the nursing process in the practice of nursing. The practice of nursing by associate degree nursing graduates consists of: (1) assessing the patient's physical and mental health, including the patient's reaction to illness and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) planning, initiating, delivering, and evaluating appropriate nursing acts; (4) teaching, delegating to or supervising other personnel in implementing the treatment regimen; (5) collaborating with other health care providers in determining the appropriate health care for a patient; (6) implementing the treatment and pharmaceutical regimen prescribed by any person authorized by State law to prescribe such a regimen; (7) providing teaching and counseling about the patient's health care; (8) reporting and recording the plan for care, nursing care given, and the patient's response to that care; and (9) supervising, teaching, and evaluating those who perform or are preparing to perform nursing functions.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

CURRICULUM

Technical/Vocational (Major)	73
Related	30
General Education	19
	122

Major Requirements:

NUR	101	Fundamentals of Nursing	8
NUR	111	Medical/Surgical Nursing I	12
NUR	112	Medical/Surgical Nursing II	10
NUR	113	Medical/Surgical Nursing III	10
NUR	212	Pediatrics	10
NUR	213	Obstetrical Nursing	10
NUR	214	Psychiatric Nursing	7
NUR	215	Leadership and Trends	6
			73

Related Requirements:

BIO	251	Anatomy and Physiology I	4
BIO	252	Anatomy and Physiology II	4
BIO	253	Anatomy and Physiology III	4
BIO	255	Microbiology	5
NUT	151	Nutrition and Diet Therapy	3
PSY	262	Human Growth and Development	5
PSY	264	Abnormal Psychology	5
			30

General Education Requirements:

ENG	151	English Composition I	3
ENG	152	English Composition II	3
		Elective	3
PSY	151	Introduction to Psychology	5
SOC	151	Introduction to Sociology	5
			19

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
PSY	151	Introduction to Psychology	5
ENG	151	English Composition I	3
BIO	251	Anatomy and Physiology I	4
NUR	101	Fundamentals of Nursing	8
SECOND QUARTER			
NUR	111	Medical/Surgical Nursing I	12
NUT	151	Nutrition and Diet Therapy	3
BIO	252	Anatomy and Physiology II	4
THIRD QUARTER			
BIO	253	Anatomy and Physiology III	4
NUR	112	Medical/Surgical Nursing II	10
PSY	262	Human Growth and Development	5
FOURTH QUARTER			
BIO	255	Microbiology	5
NUR	113	Medical/Surgical Nursing III *or*	
NUR	213	Obstetrical Nursing *or*	
NUR	212	Pediatrics	10
FIFTH QUARTER			
ENG	152	English Composition II	3
SOC	151	Introduction to Sociology	5
NUR	212	Pediatrics *or*	
NUR	113	Medical/Surgical Nursing III *or*	
NUR	213	Obstetrical Nursing	10
SIXTH QUARTER			
General Education Elective			3
PSY	264	Abnormal Psychology	5
NUR	212	Pediatrics *or*	
NUR	113	Medical/Surgical Nursing III *or*	
NUR	213	Obstetrical Nursing	10
SEVENTH QUARTER			
NUR	215	Leadership and Trends	6
NUR	214	Psychiatric Nursing	7

BUSINESS ADMINISTRATION (T-018)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Business Administration curriculum is designed to prepare an individual for entry into management positions.

The curriculum develops competencies in the application of management principles. Emphasis is placed on skill development in the areas of management functions, computer applications and analysis, critical thinking and decision-making techniques, marketing, finance, legal aspects of business, oral and written communications, and the utilization of human resources.

Through the development of management competencies, the graduate will be able to function as a contributing member of a management team.

CURRICULUM

Technical/Vocational (Major)	60
Related	33
General Education	19
Electives (6 if BUS 153 waived for 30 WPM)	3
	115

Major Requirements:

BUS	128	Bus. Mathematics	4
BUS	134	Principles of Supervision	3
BUS	150,	151 Business Law	6
BUS	152	Intro. to Business	5
BUS	153	Typewriting	3
BUS	220	Business Communications	3
BUS	223	Principles of Selling	3
BUS	224	Business Management	5
BUS	225	Principles of Marketing	5
BUS	229	Business Finance	3
BUS	238	Business Insurance	5
BUS	246	Taxes	4
EDP	151	Intro. to Data Processing	5
EDP	161	Word Processing on the PC	3
EDP	162	Spreadsheet Processing on the PC	3

Related Requirements:

BUS	136	Professional Development	3
BUS	161,	162, 163 Accounting Principles	12
BUS	228	Consumer Finance	3
MAT	151	Fundamentals of Mathematics	5
ENG	250	Oral Communications	3
		Related Electives	7

Approved Related Electives:

BUS	125	Office Procedures
BUS	200	Accounting on Microcomputers
BUS	216	Word Processing
BUS	244	Cost Accounting
EDP	158	Intro. to the IBM PC with BASIC programming
EDP	160	Advanced BASIC Programming
EDP	163	Database Processing on the PC
REL	155	Introduction to Ethical Decision Making
POL	261	State and Local Government
SOC	151	Intro. to Sociology

General Education Requirements:

ENG	101,	102, 103 English *or*	
ENG	151,	152, 153	9
ECO	251,	252 Economics	10

		Course Title	*Qtr. Hrs. Credit*
FIRST QUARTER			
ENG	101	Grammar 1 *or*	
ENG	151	Composition 1	3
BUS	161	Accounting Principles	4
BUS	152	Intro. to Business	5
EDP	161	Word Processing on the PC	3
MAT	151	Fund. of Mathematics	5
SECOND QUARTER			
ENG	102	Composition *or*	
ENG	152	Composition 11	3
BUS	162	Accounting Principles	4
EDP	151	Intro. to Data Processing	5
BUS	128	Bus. Mathematics	4
		Related Elective	3
THIRD QUARTER			
ENG	103	Technical Writing *or*	
ENG	153	Composition 111	3
BUS	163	Accounting Principles	4
BUS	220	Business Communications	3
BUS	153	Typewriting (waived for 30 wpm)	3
BUS	134	Principles of Supervision	3
		Related Elective	4

		Course Title	*Qtr. Hrs. Credit*
FOURTH QUARTER			
ECO	251	Macroeconomics	5
BUS	150	Business Law	3
BUS	224	Business Management	5
BUS	228	Consumer Finance	3
EDP	162	Spreadsheet on the PC	3
FIFTH QUARTER			
ECO	252	Microeconomics	5
BUS	151	Business Law	3
BUS	225	Principles of Marketing	5
BUS	229	Business Finance	3
ENG	250	Oral Communication	3
SIXTH QUARTER			
BUS	223	Principles of Selling	3
BUS	238	Business Insurance	5
BUS	246	Taxes	4
BUS	136	Professional Development	3
		Elective	3

BUSINESS COMPUTER PROGRAMMING (T-022)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer, systems analyst and systems manager.

CURRICULUM

	Quarter Hours
Technical/Vocational (Major)	70
Related	26
General Education	19
TOTAL	115

Major Requirements:

EDP	151	Introduction to D.P.	5
EDP	103	Utilities	3
EDP	107	RPG II	5
EDP	108	Advanced RPG II	5
EDP	203	Systems Analysis & Design	3
EDP	207	COBOL	5
EDP	208	Advanced COBOL	5
BUS	161,	162, 163, Accounting	12
BUS	244	Cost Accounting	4
BUS	224	Business Management	5
EDP	210	Final Project	5
EDP	158	Introduction to IBM PC's with Basic	4
EDP	161	Word Processing on the Personal Computer	3
EDP	162	Spreadsheet Processing on the Personal Computer	3
EDP	163	Database Processing on the Personal Computer	3

Related Requirements:

BUS	152	Introduction to Business	5
BUS	150,	151 Business Law	6
BUS	220	Business Communications	3
BUS	246	Taxes	4
ENG	250	Oral Communication	3
MAT	151	Fundamentals of Mathematics	5

General Education Requirements:

ENG	101,	102, 103 English *or*	
ENG	151,	152, 153	9
ECO	251,	252 Economics	10

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ENG	101	Grammar I *or*	
ENG	151	Composition I	3
BUS	161	Accounting Principles	4
EDP	151	Intro. to Data Processing	5
EDP	158	Intro. to IBM PC's with BASIC	4
EDP	161	Word Processing on the PC	3
SECOND QUARTER			
ENG	102	Composition *or*	
ENG	152	Composition II	3
BUS	162	Accounting Principles	4
EDP	107	RPG II	5
MAT	151	Fundamentals of Mathematics	5
THIRD QUARTER			
ENG	103	Technical Writing *or*	
ENG	153	Composition III	3
BUS	163	Accounting Principles	4
EDP	103	Utilities	3
BUS	152	Intro. to Business	5
EDP	108	Advanced RPG II	5
FOURTH QUARTER			
BUS	244	Cost Accounting	4
EDP	207	COBOL	5
BUS	224	Business Management	5
BUS	150	Business Law	3
EDP	203	Systems Analysis and Design	3
FIFTH QUARTER			
EDP	208	Advanced COBOL	5
BUS	151	Business Law	3
ECO	251	Macroeconomics	5
EDP	162	Spreadsheet Processing on the PC	3
ENG	250	Oral Communication	3
SIXTH QUARTER			
EDP	210	Final Project	5
BUS	246	Taxes	4
ECO	252	Microeconomics	5
BUS	220	Business Communications	3
EDP	163	Database Processing on the PC	3

BUSINESS COMPUTER PROGRAMMING CERTIFICATE
T-022

Classes

EDP	130	IBM PC DOS
EDP	131	Keyboarding on the IBM PC
EDP	107	RPG I
EDP	158	IBM PC with BASIC Programming
EDP	151	Introduction to Data Processing
EDP	161	Wordprocessing on the PC
EDP	162	Spreadsheet Processing on the PC
EDP	163	Database Processing on the PC
BUS	153	Typing I
BUS	161	Accounting Principles

		Course Title	*Qtr. Hrs. Credit*
FIRST QUARTER			
BUS	153	Typing I	3
EDP	151	Introduction to Data Processing	5
SECOND QUARTER			
EDP	107	RPG II	5
EDP	161	Wordprocessing on the PC	3
THIRD QUARTER			
EDP	162	Spreadsheet Processing on the PC	3
BUS	161	Accounting Principles	4
FOURTH QUARTER			
EDP	158	IBM PC with BASIC Programming	4
EDP	130	IBM PC DOS	1
EDP	131	Keyboarding on the IBM PC	1
EDP	163	Database Processing on the PC	3

CRIMINAL JUSTICE — PROTECTIVE SERVICES TECHNOLOGY (T-129)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Criminal Justice Technology curriculum is designed so that it may be a multifaceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology, and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correctional law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

CURRICULUM

Corrections Option	
Technical/Vocational (Major)	66
Related	27
General Education	19
Electives	3
	115

Law Enforcement Option	
Technical/Vocational (Major)	65
Related	28
General Education	20
Electives	3
	116

CORRECTIONS OPTION

Major Requirements:

CJC	101	Introduction to Criminal Justice	5
CJC	102	Criminology	5
CJC	110	Juvenile Delinquency	5
CJC	112	Criminal Law	5
CJC	125	Criminal Procedure	5
CJC	203	Corrections	3
CJC	204	Paroles, Probation & Pardon	3
CJC	205	Criminal Evidence	5
CJC	206	Community Relations	3
CJC	207	Confinement Facility Administration	3
CJC	209	Correction Law	3
CJC	222	Criminal Justice Administration	3
CJC	223	Correction Counseling	4
CJC	230	Counseling	3
CJC	234	Community-Based Correction	3
PSY	264	Abnormal Psychology	5
PSY	203	Adolescent Psychology	3

Related Requirements:

MAT	151	Fundamentals of Mathematics	5
POL	251	American National Government	5
POL	261	State & Local Government	5
HEA	251	First Aid & Safety	3
SOC	271	Social Problems	3
ENG	250	Oral Communication	3
		Related Elective	3

Approved Related Electives

CJC	240	Constitutional Law
CJC	241	Drug and Alcoholic Addiction and Treatment
CJC	242	Drug and Alcoholic Abuse Prevention
SOC	272	Social Problems
BUS	153	Typewriting

General Education Requirements:

SOC	151	Introduction to Sociology	5
ENG	101	Grammar I *or*	
ENG	151	Composition I	3
ENG	102	Composition *or*	
ENG	152	Composition II	3
ENG	103	Technical Writing *or*	
ENG	153	Composition III	3
PSY	151	Introduction to Psychology	5

LAW ENFORCEMENT OPTION

Major Requirements:

CJC	101	Intro. to Criminal Justice	5
CJC	102	Criminology	5
CJC	110	Juvenile Delinquency	5
CJC	112	Criminal Law	5
CJC	125	Criminal Procedure	5
CJC	202	Traffic Enforcement	5
CJC	203	Corrections	3
CJC	205	Criminal Evidence	5
CJC	206	Community Relations	3
CJC	210	Criminal Investigation	5
CJC	211	Criminalistics I	5
CJC	212	Criminalistics II	5
CJC	218	Patrol Procedures	3
CJC	222	Criminal Justice Administration	3
HEA	251	First Aid and Safety	3

Related Requirements:

MAT	151	Fundamentals of Mathematics	5
POL	251	American National Government	5
POL	261	State & Local Government	5
PSY	264	Abnormal Psychology	5
EDP	151	Intro. to Data Processing	5
SOC	271	Social Problems	3

General Education Requirements:

ENG	*101*	*Grammar I or*	
ENG	151	Composition I	3
ENG	102	Composition *or*	
ENG	152	Composition II	3
ENG	103	Technical Writing *or*	
ENG	153	Composition III	3
PSY	151	Intro. to Psychology	5
ENG	250	Oral Communication	3
		Social Science Elective	3

		Course Title	*Qtr. Hrs. Credit*
FIRST QUARTER			
ENG	101	Grammar I *or*	
ENG	151	Composition I	3
MAT	151	Fundamentals of Math	5
PSY	151	Intro. to Psychology	5
CJC	101	Intro. to Criminal Justice	5
SECOND QUARTER			
ENG	102	Composition *or*	
ENG	152	Composition II	3
POL	251	American National Government	5
CJC	102	Criminology	5
CJC	112	Criminal Law	5

		Course Title	*Qtr. Hrs. Credit*
THIRD QUARTER			
POL	261	State/Local Government	5
CJC	125	Criminal Procedure	5
CJC	110	Juvenile Delinquency	5
ENG	103	Technical Writing *or*	
ENG	153	Composition III	3
ENG	250	Oral Communication	3

LAW ENFORCEMENT

FOURTH QUARTER

CJC	205	Criminal Evidence	5
CJC	206	Community Relations	3
CJC	210	Criminal Investigation	5
HEA	251	First Aid and Safety	3
		Social Science Elective	3

FIFTH QUARTER

CJC	211	Criminalistics I	5
CJC	218	Patrol Procedures	3
CJC	203	Corrections	3
SOC	271	Social Problems	3
PSY	264	Abnormal Psychology	5

SIXTH QUARTER

CJC	202	Traffic Enforcement	5
CJC	212	Criminalistics II	5
CJC	222	Criminal Justice Administration	3
EDP	151	Intro. to Data Processing	5
		Elective	3

CORRECTIONS OPTION

FOURTH QUARTER

CJC	205	Criminal Evidence	5
PSY	203	Adolescent Psychology	3
CJC	206	Community Relations	3
SOC	151	Intro. to Sociology	5
HEA	251	First Aid and Safety	3

FIFTH QUARTER

CJC	203	Corrections	3
CJC	207	Confinement Facilities	3
CJC	230	Counseling	3
CJC	234	Community-Based Corrections	3
PSY	264	Abnormal Psychology	5
SOC	271	Social Problems	3

SIXTH QUARTER

CJC	223	Correction Counseling	4
CJC	204	Paroles, Probation & Pardons	3
CJC	209	Correction Law	3
CJC	222	Criminal Justice Administration	3
		Related Elective	3
		Elective	3

CRIMINAL JUSTICE— PROTECTIVE SERVICES CERTIFICATES T-129

CORRECTION ADMINISTRATION SPECIALIZATION

CJC	206	Community Relations	3	ENG	250	Oral Communication	3
CJC	207	Confinement Facilities Administration	3	POL	251	American National Government	5
CJC	222	Criminal Justice Administration	3	POL	261	State & Local Government	5

CORRECTIONS SPECIALIZATION

CJC	101	Introduction to Criminal Justice	5	CJC	230	Counseling	3
CJC	203	Corrections	3	CJC	234	Community Based Corrections	3
CJC	204	Paroles, Probation, and Pardons	3	CJC	241	Drug and Alcohol Addiction Treatment	5
CJC	209	Correction Law	3	HEA	251	First Aid and Safety	3
CJC	223	Correction Counseling	4				

CRIMINOLOGY SPECIALIZATION

CJC	102	Criminology	5	PSY	203	Adolescent Psychology	3
CJC	110	Juvenile Delinquency	5	SOC	151	Intro. to Sociology	5
PSY	151	Intro. to Psychology	5	SOC	271	Social Problems	3
PSY	264	Abnormal Psychology	5				

INVESTIGATIVE SPECIALIZATION

CJC	210	Criminal Investigation	5	CJC	242	Drug & Alcohol Abuse Prevention	3
CJC	211	Criminalistics I	5				
CJC	212	Criminalistics II	5	ENG	250	Oral Communication	3

LEGAL SPECIALIZATION

CJC	112	Criminal Law	5	CJC	205	Criminal Evidence	5
CJC	125	Criminal Procedure	5	CJC	240	Constitutional Law	3

PATROL SPECIALIZATION

CJC	101	Introduction to Criminal Justice	5	CJC	218	Patrol Procedures	3
CJC	202	Traffic Enforcement	5	HEA	251	First Aid and Safety	3

POLICE ADMINISTRATION SPECIALIZATION

CJC	203	Corrections	3	POL	251	American National Government	5
CJC	206	Community Relations	3				
CJC	222	Criminal Justice Administration	3	POL	261	State & Local Government	5

ELECTRONICS ENGINEERING TECHNOLOGY (T-045)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor or equipment specialist.

CURRICULUM

Technical/Vocational (Major)	74
Related	31
General Education	18
Electives	3
	126

Major Requirements:

ELC 112	Electrical Fundamentals I	6
ELC 113	Electrical Fundamentals II	6
ELN 121	Electronics I	5
ELN 122	Electronics II	7
ELN 123	Electronics III	6
ELN 202	Electronic Communications Systems	7
ELN 219	Digital Fundamentals	5
ELN 208	Industrial Electronics	6
ELC 222	Solid State Controls	4
ELN 203	Microprocessors	7
ELN 220	Electronic Systems	6
ELN 229	Digital Circuits	6
ELN 246	Electronics Design Project	3

Related Requirements:

MAT 151	Fundamentals of Math	5
MAT 161	College Algebra	5
MAT 162	Trigonometry	5
DFT 113	Electronic Drafting	4
PHY 271	General Physics I	4
PHY 272	General Physics II	4
PHY 273	General Physics III	4

General Education Requirements:

ENG 101	Grammar I	3
ENG 102	Composition	3
ENG 103	Technical Writing	3
	Social Science Elective	6
	Elective	3
ENG 250	Oral Communication	3
	Elective Requirements	3

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ENG	101	Grammar I	3
MAT	151	Fundamentals of Math	5
ELC	112	Electrical Fundamentals 1	6
DFT	113	Electronic Drafting	4
SECOND QUARTER			
ENG	102	Composition	3
MAT	161	College Algebra	5
ELC	113	Electrical Fundamentals II	6
ELN	219	Digital Fundamentals	5
		Elective	3
THIRD QUARTER			
ENG	103	Technical Writing	3
MAT	162	Trigonometry	5
ELN	121	Electronics I	5
ELN	203	Microprocessors	7
FOURTH QUARTER—SUMMER QUARTER			
ELN	122	Electronics II	7
ELN	220	Electronics Systems	6
FIFTH QUARTER			
PHY	271	General Physics I	4
ELN	123	Electronics III	6
ELN	229	Digital Circuits	6
ENG	250	Oral Communications	3
SIXTH QUARTER			
		Social Science Elective	3
PHY	272	General Physics II	4
ELN	202	Electronics Communications Systems	7
ELC	222	Solid State Controls	4
SEVENTH QUARTER			
		Social Science Elective	3
PHY	273	General Physics III	4
ELN	246	Electronic Design Project	3
ELN	208	Industrial Electronics	6

ELECTRONICS ENGINEERING TECHNOLOGY BASIC ELECTRONICS CERTIFICATE T-045

FIRST QUARTER			
ELC	112	Electrical Fundamentals 1	6
SECOND QUARTER			
ELN	121	Electronics I	5
THIRD QUARTER			
ELN	122	Electronics II	7
FOURTH QUARTER			
ELN	123	Electronics III	6

GENERAL OFFICE TECHNOLOGY (T-033)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The purposes of the General Office curriculum are to: (1) prepare the individual to enter clerical-office occupations, (2) provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

Technical/Vocational (Major)	52
Related	32
General Education	22
Electives	3
	109

Major Requirements:

BUS	122	Filing	3
BUS	125,	126 Office Procedures	6
BUS	134	Principles of Supervision	3
BUS	153,	154, 155, 201, 202, 203 Typewriting	18
BUS	215,	216 Word Processing	7
BUS	220	Business Communications	3
BUS	128	Business Mathematics	4
BUS	152	Intro. to Business	5
EDP	161	Word Processing on the Personal Computer	3

Related Requirements:

BUS	136	Professional Development	3
BUS	150,	151 Business Law	6
BUS	161,	162 Accounting Principles	8
BUS	246	Taxes	4
MAT	151	Fundamentals of Mathematics	5
EDP	162	Spreadsheet Processing on the Personal Computer	3
EDP	163	Database Processing on the Personal Computer	3

General Education Requirements:

ENG	101,	102, 103 English *or*	
ENG	151,	152, 153	9
ECO	251,	252 Economics	10
ENG	250	Oral Communication	3

Elective Requirements: 3

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ENG	101	Grammar I *or*	
ENG	151	Composition 1	3
BUS	153	Typewriting	3
BUS	122	Filing	3
MAT	151	Fundamentals of Mathematics	5
BUS	136	Professional Development	3
		Elective	3
SECOND QUARTER			
ENG	102	Composition *or*	
ENG	152	Composition 11	3
BUS	154	Typewriting	3
BUS	125	Office Procedures	3
BUS	128	Business Mathematics	4
EDP	161	Word Processing on the Personal Computer	3
THIRD QUARTER			
ENG	103	Technical Writing *or*	
ENG	153	Composition III	3
BUS	126	Office Procedures	3
BUS	134	Principles of Supervision	3
EDP	162	Spreadsheet Processing on the PC	3
ENG	250	Oral Communication	3
BUS	155	Typewriting	3
FOURTH QUARTER			
BUS	201	Typewriting	3
BUS	161	Accounting Principles	4
BUS	150	Business Law	3
BUS	152	Intro. to Business	5
ECP	251	Macroeconomics	5
FIFTH QUARTER			
BUS	202	Typewriting	3
ECO	252	Microeconomics	5
BUS	151	Business Law	3
BUS	162	Accounting Principles	4
BUS	215	Word Processing	4
SIXTH QUARTER			
BUS	203	Typewriting	3
BUS	220	Business Communications	3
BUS	246	Taxes	4
BUS	216	Word Processing	3
EDP	163	Database Processing on the Personal Computer	3

INDUSTRIAL MANAGEMENT (T-049)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Industrial Management curriculum is designed to provide an individual with the ability to function effectively in supervisory and middle-management positions in industry. This program emphasizes study and application in areas such as business and industrial management, production methods and schedules, inventory control, work analysis, motivation techniques and human relations.

This curriculum is designed to prepare the individual to enter supervisory or middle-management positions, to provide an educational program for upgrading or retraining, and to provide an opportunity for the individual wanting to fulfill professional or general interest needs.

CURRICULUM

Technical/Vocational (Major)	59
Related	24
General Electives	22
Electives (9 if BUS 153 waived for 30 wpm)	6
	111

Major Requirements:

BUS	130	Principles of Industrial Management	5
BUS	133	Industrial Safety	5
BUS	134	Principles of Supervision	3
BUS	135	Work Measurement	5
BUS	224	Business Management	5
BUS	225	Principles of Marketing	5
BUS	230	Quality Control	4
BUS	232	Labor Economics and Relations	5
BUS	234	Personnel Management	3
BUS	235	Production Planning	5
BUS	152	Introduction to Business	5
BUS	229	Business Finance	3
EDP	162	Spreadsheet Processing on the PC	3
EDP	163	Database Processing on the PC	3

Related Requirements:

BUS	150,	151 Business Law	6
BUS	228	Consumer Finance	3
BUS	153	Typewriting	3
BUS	136	Professional Development	3
BUS	128	Business Mathematics	4
MAT	151	Fundamentals of Mathematics	5

General Education Requirements:

ENG	101,	102, 103 English *or*	
ENG	151,	152, 153	9
ECO	251,	252 Economics	10
ENG	250	Oral Communication	3

Elective Requirements: (9 if BUS 153 waived for 30 WPM)

		Electives	6

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ENG	101	Grammar I *or*	
ENG	151	Composition I	3
BUS	152	Intro. to Business	5
BUS	150	Business Law	3
BUS	224	Business Management	5
BUS	128	Business Mathematics	4
SECOND QUARTER			
ENG	102	Composition *or*	
ENG	152	Composition II	3
BUS	151	Business Law	3
BUS	130	Principles of Industrial Management	5
BUS	153	Typewriting (waived for 30 WPM)	3
MAT	151	Fundamentals of Mathematics	5
THIRD QUARTER			
ENG	103	Technical Writing *or*	
ENG	153	Composition III	3
BUS	135	Work Measurement	5
BUS	134	Principles of Supervision	3
BUS	133	Industrial Safety	5
EDP	163	Database Processing on the PC	3
FOURTH QUARTER			
BUS	136	Professional Development	3
ECO	251	Macroeconomics	5
BUS	235	Production Planning	5
BUS	228	Consumer Finance	3
EDP	162	Spreadsheet Processing on the PC	3
FIFTH QUARTER			
ECO	252	Microeconomics	5
BUS	234	Personnel Management	3
BUS	225	Principles of Marketing	5
BUS	229	Business Finance	3
		Elective	3
SIXTH QUARTER			
BUS	230	Quality Control	4
BUS	232	Labor Economics & Relations	5
ENG	250	Oral Communication	3
		Elective	3

INDUSTRIAL MANAGEMENT CERTIFICATE
T-049

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
BUS	224	Business Management	5
EDP	162	Spreadsheet Processing on the Personal Computer	3
SECOND QUARTER			
BUS	130	Industrial Management	5
BUS	136	Professional Development	3
THIRD QUARTER			
BUS	134	Principles of Supervision	3
BUS	230	Quality Control	4

(courses may be taken in any sequence)

MECHANICAL DRAFTING AND DESIGN TECHNOLOGY (T-043)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Mechanical Drafting and Design Technology curriculum prepares technicians for drafting and/or designing mechanical parts, mechanisms and mechanical systems.

Emphasis is placed on developing the student's ability to think and plan as well as on the development of drafting and design skills. Computer Aided Drafting (CAD) and conventional equipment will be used to produce drawings such as sectional views, subassemblies and major components of machinery and mechanical systems.

Coursework includes the study of technical drafting and design, materials, applied mechanics, mechanical systems, manufacturing methods, manufacturing processes, applied physics, technical mathematics, descriptive geometry, computer applications and written and oral communications.

Mechanical drafting and design technicians are employed in many types of manufacturing, fabrication, research and development and service industries.

Technical/Vocational (Major)	66
Related	30
General Education	20
Electives	3
	119

Major Courses:

DFT	101	Technical Drafting I	4
DFT	102	Technical Drafting II	4
DFT	103	Technical Drafting III	4
DFT	120	CAD Drafting I	2
DFT	121	CAD Drafting II	4
DFT	122	CAD Drafting III	4
DFT	123	CAD Drafting IV	4
DFT	201	Technical Drafting IV	4
DFT	202	Technical Drafting V	4
DFT	203	Technical Drafting VI	4
DFT	204	Descriptive Geometry	4
MEC	101	Machine Processes I	3
MEC	102	Machine Processes II	3
MEC	112	Numerical Control Theory	3
MEC	113	Numerical Controls Practice	4
MEC	114	Hydraulic & Pneumatic Fundamentals	4
MEC	123	Computer Aided Manufacturing	4
MEC	211	Physical Metallurgy	3

General Education Courses:

ECO	251	Macroeconomics	5
ENG	101	Grammar I	3
ENG	102	Composition	3
ENG	103	Technical Writing	3
ENG	250	Oral Communication	3
		Social Science Elective	3

Elective Requirement 3

Related Courses:

BUS	130	Principles of Industrial Management	5
BUS	134	Principles of Supervision	3
MAT	161	College Algebra	5
MAT	162	Trigonometry	5
PHY	101	Properties of Matter	4
PHY	102	Mechanics	4
PHY	103	Electricity	4

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
DFT	101	Technical Drafting I	4
DFT	120	CAD Drafting	2
ECO	251	Macroeconomics	5
ENG	101	Grammar I	3
		Social Science Elective	3
SECOND QUARTER			
DFT	102	Technical Drafting II	4
DFT	121	CAD Drafting II	4
ENG	102	Composition	3
MAT	161	College Algebra	5
MEC	101	Machine Processes I	3
THIRD QUARTER			
DFT	103	Technical Drafting III	4
DFT	122	CAD Drafting III	4
ENG	103	Technical Writing	3
MAT	162	Trigonometry	5
MEC	102	Machine Processes II	3
FOURTH QUARTER			
DFT	201	Technical Drafting IV	4
DFT	204	Descriptive Geometry	4
MEC	211	Physical Metallurgy	3
		Elective	3
FIFTH QUARTER			
DFT	123	CAD Drafting IV	4
MEC	112	Numerical Control Theory	3
MEC	113	Numerical Control Practice	4
PHY	101	Properties of Matter	4
SIXTH QUARTER			
DFT	202	Technical Drafting V	4
PHY	102	Mechanics	4
MEC	123	Computer Aided Manufacturing	4
BUS	130	Principles of Industrial Management	5
SEVENTH QUARTER			
DFT	203	Technical Drafting VI	4
BUS	134	Principles of Supervision	3
MEC	114	Hydraulic & Pneumatic Fundamentals	4
PHY	103	Electricity	4
ENG	250	Oral Communication	3

Upon completion of the courses listed in the first four quarters, students have the option of graduating with a diploma. Total credit hours, 69.

SPECIALIZATION IN BOARD DRAFTING CERTIFICATE
T-043

DFT	101	Technical Drafting I	4
DFT	102	Technical Drafting II	4
DFT	103	Technical Drafting III	4
DFT	201	Technical Drafting IV	4
DFT	204	Descriptive Geometry	4

SPECIALIZATION IN CAD/CAM CERTIFICATE
T-043

DFT	120	CAD Drafting I	2
DFT	121	CAD Drafting II	4
DFT	122	CAD Drafting III	4
DFT	123	CAD Drafting IV	4
MEC	123	Computer Aided Manufacturing	4

BASIC LAW ENFORCEMENT TRAINING (T-189)

CERTIFICATE PROGRAM

The Basic Law Enforcement Training curriculum certificate program prepares the individuals to take the Basic Training Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and/or the Sheriffs' Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer.

Job opportunities are available with state, county, and municipal governments in North Carolina. In addition, knowledge, skills, and abilities acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail, and private security.

BLE 101 Basic Law Enforcement Training 24

VOCATIONAL PROGRAMS

Vocational curriculums are designed to prepare individuals for skilled or semiskilled employment opportunities and study is primarily oriented to the development of manipulative skill competencies for use in a specialized occupation. Programs consist of a sequence of courses which generally can be completed in one year or less by a full-time student and successful completion of a vocational curriculum program leads to a diploma or certificate.

The diploma is awarded to the graduate of a vocational curriculum that is 64 or more quarter hour credits in length. The college may offer specially designed certificate curriculums by selecting a series of existing specialty courses from approved diploma curriculums. Such certificate curriculums must be at least 16 quarter hour credits in length.

An overall grade point average of 2.00 or higher is required for all diplomas and certificates.

AIR CONDITIONING, HEATING, AND REFRIGERATION (V-024)

DIPLOMA PROGRAM

The Air Conditioning, Heating, and Refrigeration curriculum develops an understanding of the basic principles involved in the construction, installation, operation and maintenance of climate control equipment. Courses in blueprint reading, duct construction, welding, circuits and controls, math, science and general education are included to help provide supporting skills necessary for the mechanic to function successfully in the trade.

The air conditioning, heating, and refrigeration mechanic installs, maintains, services, and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions, and commercial establishments. Job opportunities exist with companies that specialize in air conditioning, heating, and commercial refrigeration installation and service. The graduate should be able to assist in installing mechanical equipment, duct work, and electrical controls necessary in residential and commercial projects. With experience the graduate should be able to service various air conditioning, heating, and refrigeration components; troubleshoot systems; and provide the preventive maintenance required by mechanical equipment. This person may be employed in areas of maintenance, installation, sales, and service in the field of air conditioning, heating and cooling.

CURRICULUM

Technical/Vocational (Major)	42
Related	17
General Electives	9
Total	68

Major Requirements:			Qtr. Hrs.
AHR	1126	All Year Comfort Systems	4
MEC	1120	Duct Construction and Maintenance	2
AHR	1121	Principles of Refrigeration	4
AHR	1111	Automatic Controls I	4
WLD	1105	Air Conditioning - Welding	2
AHR	1122	Domestic and Commercial Refrigeration	4
AHR	1115	Fundamentals of Heating	4
AHR	1112	Automatic Controls II	2
AHR	1123	Principles of Air Conditioning	4
AHR	1102	Steam and Hot Water Heating and Cooling Systems	4
DFT	1116	Blueprint Reading: Air Conditioning	1
AHR	1125	Heat Loss and Heat Gain Calculations	3
AHR	1124	Air Conditioning, Heating, Refrigeration Servicing	4

Related Requirements:			Qtr. Hrs.
MAT	1101	Trade Mathematics I	3
MAT	1102	Trade Mathematics II	3
MAT	1103	Trade Mathematics III	3
PHY	1101	Applied Science I	3
DFT	1110	Blueprint Reading: Building Trades	2
BUS	1103	Small Business Operations	3

General Education Requirements:			
RDG	1101	Vocational Reading Improvement	3
ENG	1102	Communication Skills	3
BUS	136	Personal Development	3

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
AHR	1121	Principles of Refrigeration	4
AHR	1111	Automatic Controls I	4
WLD	1105	Air Conditioning - Welding	2
RDG	1101	Vocational Reading Improvement	3
MAT	1101	Trade Mathematics I	3
PHY	1101	Applied Science I	3
SECOND QUARTER			
AHR	1122	Domestic and Commercial Refrigeration	4
AHR	1115	Fundamentals of Heating	4
AHR	1112	Automatic Controls II	2
ENG	1102	Communication Skills	3
MAT	1102	Trade Mathematics II	3
DFT	1110	Blueprint Reading: Building Trades	2
THIRD QUARTER			
AHR	1123	Principles of Air Conditioning	4
AHR	1125	Heat Loss and Heat Gain Calculations	3
AHR	1102	Steam and Hot Water Heating and Cooling Systems	4
MAT	1103	Trade Mathematics III	3
BUS	136	Personal Development	3
FOURTH QUARTER			
AHR	1124	Air Conditioning, Heating, Refrigeration Servicing	4
AHR	1126	All Year Comfort Systems	4
DFT	1116	Blueprint Reading: Air Conditioning	1
MEC	1120	Duct Construction and Maintenance	2
BUS	1103	Small Business Operations	3

AIR CONDITIONING, HEATING, AND REFRIGERATION CERTIFICATE V-024

AIR CONDITIONING AND REFRIGERATION

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
AHR	1121	Principles of Refrigeration	4
SECOND QUARTER			
AHR	1111	Automatic Controls I	4
THIRD QUARTER			
AHR	1123	Principles of Air Conditioning	4
MEC	1120	Duct Construction & Maintenance	2
FOURTH QUARTER			
AHR	1124	Air Conditioning, Heating & Refrigeration Service	4

HEATING

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
AHR	1115	Fundamentals of Heating	4
SECOND QUARTER			
AHR	1111	Automatic Controls I	4
THIRD QUARTER			
AHR	1125	Heat Loss and Heat Gain	3
MEC	1120	Duct Construction and Maintenance	2
FOURTH QUARTER			
AHR	1126	All Year Comfort Systems	4

AUTOMOTIVE MECHANICS (V-003)

DIPLOMA PROGRAM

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

CURRICULUM

Technical/Vocational (Major)	46
Related	14
General Education	9
Total	69

Major Requirements:			Qtr. Hrs.
PME	1101	Internal Combustion Engines	4
PME	1204	Auto-Diesel Engine Servicing	4
PME	1206	Electronic Fuel Injection Systems	6
PME	1102	Engine Ignition & Fuel Systems	4
PME	1110	Emission Control Systems	2
PME	1120	Automotive Electrical Systems	2
PME	1221	Advanced Electrical Systems	2
PME	1113	Brake Systems	2
PME	1116	Front End Alignment & Wheel Balancing	2
AHR	1101	Automotive Air Conditioning	3
PME	1124	Automotive Power Train Systems	2
PME	1125	Automotive Servicing	4
PME	1232	Front End Drive Train, Steering & Alignment	2
PME	1121	Front Suspension, Alignment & Power Steering	2
PME	1224	Automatic Transmissions	5

Related Requirements:			Qtr. Hrs.
PHY	1101	Applied Science 1	3
MAT	1101	Trade Mathematics 1	3
MAT	1102	Trade Mathematics 11	3
BUS	1103	Small Business Operations	3
EGR	1101	Basic Computers for Automotive Servicing	2

General Requirements:			
RDG	1101	Vocational Reading Improvement	3
ENG	1102	Communication Skills	3
BUS	136	Personal Development	3

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
PME	1101	Internal Combustion Engines	4
PME	1120	Automotive Electrical Systems	2
PME	1204	Auto-Diesel Engine Servicing	4
PHY	1101	Applied Science I	3
MAT	1101	Trade Mathematics I	3
RDG	1101	Vocational Reading Improvement	3
SECOND QUARTER			
PME	1102	Engine Ignition and Fuel Systems	4
PME	1110	Emission Control Systems	2
PME	1125	Automotive Servicing	4
EGR	1101	Basic Computers for Automotive Servicing	2
MAT	1102	Trade Mathematics II	3
ENG	1102	Communication Skills	3
THIRD QUARTER			
PME	1113	Brake Systems	2
PME	1116	Front End Alignment and Wheel Balancing	2
PME	1121	Front Suspension, Alignment and Power Steering	2
PME	1232	Front End Drive Train, Steering & Alignment	2
BUS	136	Professional Development	3
PME	1206	Electronic Fuel Injection Systems	6
FOURTH QUARTER			
PME	1124	Automotive Power Train Systems	2
PME	1221	Advanced Electrical Systems	2
PME	1224	Automatic Transmissions	5
BUS	1103	Small Business Operations	3
AHR	1101	Automotive Air Conditioning	3

Optional course not required for program completion.

AUTOMOTIVE MECHANICS—CERTIFICATE
V-003

GENERAL

FIRST QUARTER

PME	1101	Internal Combustion Engines	4
PME	1120	Automotive Electrical Systems	2

SECOND QUARTER

PME	1102	Engine Ignition & Fuel Systems	4
PME	1221	Advanced Electrical Systems	2

THIRD QUARTER

PME	1113	Brake Systems	2
PME	1121	Front Suspension, Alignment and Power Steering	2
AHR	1101	Automotive Air Conditioning	3

FOURTH QUARTER

PME	1124	Automotive Power Train Systems	2
PME	1224	Automotive Transmissions	5

SPECIALIZATION IN ELECTRICAL/ELECTRONICS

FIRST QUARTER

PME	1120	Automotive Electrical Systems	2
EGR	1101	Basic Computers for Automotive Servicing	2

SECOND QUARTER

PME	1102	Engine Ignition & Fuel Systems	4
PME	1110	Emission Controls Systems	2

THIRD QUARTER

PME	1221	Advanced Electrical Systems	2

FOURTH QUARTER

PME	1206	Electronic Fuel Injection Systems	6

COSMETOLOGY (V-009)

ADVANCED DIPLOMA PROGRAM

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling, wig service, hair coloring and bleaching (lightening), hair pressing, marcelling, and chemical relaxing.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of make-up and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

Mitchell Community College offers this curriculum through a contractual agreement with Carolina Beauty Systems, Inc. Classes are offered at Carolina Beauty College in Statesville. Related courses are taught on the Mitchell campus.

Advanced Diploma Curriculum

Technical/Vocational (Major)	60
Related	6
General Education	6
Total	72

Major Requirements:

COS 1001	Scientific Study I	10
COS 1002	Scientific Study II	5
COS 1003	Scientific Study III	5
COS 1004	Scientific Study IV	5
COS 1011	Mannequin Practice	5
COS 1022	Clinical Applications I	10
COS 1033	Clinical Applications II	10
COS 1044	Clinical Applications III	10

Related Requirements:

MAT 1104	Basic Mathematics	3
BUS 1103	Small Business Operations	3

General Education Requirements:

ENG 1102	Communication Skills	3
PSY 1101	Human Relations	3

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
COS	1001	Scientific Study I	10
COS	1011	Mannequin Practice	5
MAT	1104	Basic Mathematics	3
SECOND QUARTER			
COS	1002	Scientific Study II	5
COS	1022	Clinical Applications I	10
ENG	1102	Communication Skills	3
THIRD QUARTER			
COS	1003	Scientific Study III	5
COS	1033	Clinical Applications II	10
PSY	1101	Human Relations	3
FOURTH QUARTER			
COS	1004	Scientific Study IV	5
COS	1044	Clinical Applications III	10
BUS	1103	Small Business Operations	3

Evening Diploma

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
COS	1001A	Scientific Study I	4
COS	1011A	Mannequin Practice	3
		Related Course	3
SECOND QUARTER			
COS	1001B	Scientific Study I	6
COS	1011B	Mannequin Practice	2
THIRD QUARTER			
COS	1002A	Scientific Study II	2
COS	1022A	Clinical Applications I	5
		Related course	3
FOURTH QUARTER			
COS	1002B	Scientific Study II	3
COS	1022B	Clinical Applications I	5
FIFTH QUARTER			
COS	1003A	Scientific Study III	2
COS	1033A	Clinical Applications II	5
		Related course	3
SIXTH QUARTER			
COS	1003B	Scientific Study III	3
COS	1033B	Clinical Applications II	5
SEVENTH QUARTER			
COS	1004A	Scientific Study IV	2
COS	1044A	Clinical Applications III	5
		Related course	3
EIGHTH QUARTER			
COS	1004B	Scientific Study IV	3
COS	1044B	Clinical Applications III	5

The advanced diploma may be earned day or evening.

ELECTRICAL INSTALLATION AND MAINTENANCE (V-018)

DIPLOMA PROGRAM

The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.

CURRICULUM

Technical/Vocational (Major)	51
Related	16
General Education	9
Total	76

Major Requirements:			Qtr. Hrs.
ELC	112	Electrical Fundamentals I	6
ELC	113	Electrical Fundamentals II	6
ELC	1103	AC & DC Machines	6
ELC	1104	AC & DC Machine Controls	6
ELC	1124	Residential Wiring	8
ELC	1125	Commercial & Industrial Wiring	8
ELN	121	Electronics I	5
ELN	1119	Industrial Electronics	5
DFT	1113	Blueprint Reading: Electrical	1

Related Requirements			
PHY	1101	Applied Science I	3
PHY	1102	Applied Science II	3
DFT	1110	Blueprint Reading: Building Trades	2
BUS	1103	Small Business Operations	3
ELC	1115	Electrical Mathematics	5
General Education			
RDG	1101	Vocational Reading Improvement	3
ENG	1102	Communication Skills	3
BUS	136	Professional Development	3

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ELC	112	Electrical Fundamentals 1	6
ELC	1103	AC & DC Machines	6
ELC	1115	Electrical Mathematics	5
RDG	1101	Vocational Reading Improvement	3
PHY	1101	Applied Science 1	3
SECOND QUARTER			
ELC	113	Electrical Fundamentals 11	6
ELC	1104	AC & DC Machine Controls	6
PHY	1102	Applied Science 11	3
ENG	1102	Communication Skills	3
DFT	1110	Blueprint Reading: Building Trades	2
THIRD QUARTER			
ELN	121	Electronics 1	5
ELC	1124	Residential Wiring	8
DFT	1113	Blueprint Reading: Electrical	1
BUS	136	Professional Development	3
FOURTH QUARTER			
ELN	1119	Industrial Electronics	5
ELC	1125	Commercial and Industrial Wiring	8
BUS	1103	Small Business Operations	3

ELECTRICAL INSTALLATION AND MAINTENANCE CERTIFICATE
V-018

RESIDENTIAL WIRING

FIRST QUARTER

ELC	112	Electrical Fundamentals I	6
ELC	1115	Electrical Mathematics	5

SECOND QUARTER

DFT	1110	Blueprint Reading: Building Trades	2
DFT	1113	Blueprint Reading: Electrical	1

THIRD QUARTER

ELC	1124	Residential Wiring	8

Electrical Installation and Maintenance Certificate is a pre-requisite to Commercial and Industrial Wiring Certificate

COMMERCIAL AND INDUSTRIAL WIRING

FIRST QUARTER

ELC	112	Electrical Fundamentals I	6
ELC	1115	Electrical Mathematics	5

SECOND QUARTER

DFT	1110	Blueprint Reading: Building Trades	2
DFT	1113	Blueprint Reading: Electrical	1

THIRD QUARTER

ELC	1124	Residential Wiring	8

FOURTH QUARTER

ELC	1125	Commercial & Industrial Wiring	8

MOTORS AND CONTROLS

FIRST QUARTER

ELC	112	Electrical Fundamentals I	6

SECOND QUARTER

ELC	113	Electrical Fundamentals II	6

THIRD QUARTER

ELC	1103	AC & DC Machines	6

FOURTH QUARTER

ELC	1104	AC & DC Machine Controls	6

INDUSTRIAL ELECTRONICS (V-045)

DIPLOMA PROGRAM

This program is designed to prepare individuals to repair and maintain electronic machines, controls, and components which are used by various industrial operations. Individuals in the program learn to read blueprints, to determine repair procedures, to dismantle and assemble electronic components and to make necessary sensitive adjustments to meet specifications. A large portion of the laboratory time is spent verifying electronic principles and development service techniques.

The graduate of this curriculum is prepared to maintain and service industrial electronic devices found in most manufacturing and service operations.

CURRICULUM

Technical/Vocational (Major)	50
Related	14
General Education	9
	73

Major Requirements:			Qtr. Hrs.
ELC	112	Electrical Fundamentals I	6
ELC	113	Electrical Fundamentals II	6
ELC	1103	AC & DC Machines	6
ELC	1104	AC & DC Machine Controls	6
ELN	121	Electronics I	5
ELN	1108	Switch and Digital Control	6
ELN	1110	Programmable Controls	6
ELN	1119	Industrial Electronics	5
EDP	158	Introduction to the IBM PC With Basic Programming	4

Related Requirements:			Qtr. Hrs.
PHY	1101	Applied Science I	3
PHY	1102	Applied Science II	3
ELC	1115	Electrical Mathematics	5
BUS	1103	Small Business Operations	3
General Educational Requirements:			
RDG	1101	Vocational Reading Improvement	3
ENG	1102	Communications Skills	3
BUS	136	Professional Development	3

		Course Title	Qtr. Hrs.
FIRST QUARTER			
ELC	112	Electrical Fundamentals I	6
ELC	1103	AC and DC Machines	6
ELC	1115	Electrical Mathematics	5
RDG	1101	Vocational Reading Improvement	3
PHY	1101	Applied Science I	3
SECOND QUARTER			
ELC	1104	AC & DC Machine Controls	6
ELC	113	Electrical Fundamentals II	6
ENG	1102	Communication Skills	3
PHY	1102	Applied Science II	3
THIRD QUARTER			
ELN	121	Electronics I	5
ELN	1108	Switch and Digital Control	6
EDP	158	Introduction to The IBM PC with Basic Programming	4
BUS	136	Professional Development	3
FOURTH QUARTER			
ELN	1110	Programmable Controls	6
ELN	1119	Industrial Electronics	5
BUS	1103	Small Business Operations	3

INDUSTRIAL ELECTRONICS CERTIFICATE
V-045

		Course Title	Qtr. Hrs.
FIRST QUARTER			
ELC	112	Electrical Fundamentals I	6
SECOND QUARTER			
ELC	1104	AC & DC Machine Controls	6
THIRD QUARTER			
ELN	121	Electronics I	5
FOURTH QUARTER			
ELN	1110	Programmable Controls	6

INDUSTRIAL MAINTENANCE (V-028)

DIPLOMA PROGRAM

The curriculum in Industrial Maintenance prepares students to repair and maintain machinery, electrical wiring and fixtures, and hydraulic and pneumatic devices found in industrial establishments.

Industrial maintenance persons may be required to install, maintain and service mechanical equipment; follow blueprints and sketches; and use hand tools, metalworking machines, measuring instruments and testing instruments. They operate metalworking machines such as the lathe, milling machine and drill press to make repairs. They use the micrometer and calipers to verify dimensions. They assemble wires, insulation, and electrical components using hand tools and soldering equipment. They test electrical circuits and components to locate shorts, faulty connections and defective parts. They inspect, test and repair hydraulic equipment.

CURRICULUM

Technical/Vocational (Major)	48
Related	17
General Education	9
Total	74

Major Requirements:			Qtr. Hrs.
ELC	112	Electrical Fundamentals I	6
ELC	113	Electrical Fundamentals II	6
ELC	1103	AC & DC Machines	6
ELC	1104	AC & DC Machine Controls	6
ELN	121	Electronics I	5
MEC	1110	Machine Processes I	3
MEC	1111	Machine Processes II	3
MEC	1133	Mechanical Maintenance	4
MEC	1140	Hydraulic Fundamentals	3
AHR	1110	Industrial Heating	4
WLD	1101	Basic Oxyacetylene Welding	2

Related Requirements:			Qtr. Hrs.
PHY	1101	Applied Science I	3
PHY	1102	Applied Science II	3
DFT	1110	Blueprint Reading: Building Trades	2
DFT	1113	Blueprint Reading: Electrical	1
ELC	1115	Electrical Mathematics	5
BUS	1103	Small Business Operations	3

General Requirements

RDG	1101	Vocational Reading Improvement	3
ENG	1102	Communication Skills	3
BUS	136	Professional Development	3

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ELC	1103	AC & DC Machines	6
ELC	1104	AC & DC Machine Controls	6
DFT	1110	Blueprint Reading: Building Trades	2
ENG	1102	Communication Skills	3
PHY	1102	Applied Science II	3
SECOND QUARTER			
ELC	112	Electrical Fundamentals I	6
ELC	113	Electrical Fundamentals II	6
ELC	1115	Electrical Mathematics	5
RDG	1101	Vocational Reading Improvement	3
PHY	1101	Applied Science I	3
THIRD QUARTER			
ELN	121	Electronics I	5
MEC	1110	Machine Processes 1	3
MEC	1140	Hydraulic Fundamentals	3
DFT	1113	Blueprint Reading: Electrical	1
BUS	136	Professional Development	3
WLD	1101	Basic Oxyacetylene Welding	2
FOURTH QUARTER			
MEC	1111	Machine Processes II	3
MEC	1133	Mechanical Maintenance	4
AHR	1110	Industrial Heating	4
BUS	1103	Small Business Operations	3

INDUSTRIAL MAINTENANCE (V-028) CERTIFICATE
V-028

FIRST QUARTER			
ELC	112	Electrical Fundamentals I	6
MEC	1140	Hydraulic Fundamentals	3
SECOND QUARTER			
ELC	1104	AC & DC Machine Controls	6
WLD	1101	Basic Oxyacetylene Welding	2
THIRD QUARTER			
MEC	1110	Machine Processes I	3
DFT	1113	Blueprint Reading: Electrical	1
FOURTH QUARTER			
AHR	1110	Industrial Heating	4

WELDING (V — 050)

DIPLOMA PROGRAM

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.

CURRICULUM

	Qtr. Hrs.
Technical/Vocational (Major)	45
Related	17
General Education	9
Total	71

Major Requirements:			Qtr. Hrs.
WLD	1110	Oxyacetylene Welding	4
WLD	1111	Oxyacetylene Cutting	2
WLD	1112	Arc Welding Fundamentals	4
WLD	1113	Arc Welding Techniques	4
WLD	1114	Gas Metal Arc Welding	4
WLD	1116	Fundamentals of Gas Tungsten Arc Welding	4
WLD	1117	Techniques of Gas Tungsten Arc Welding	4
WLD	1118	Introduction to Pipe Welding	2
WLD	1122	Commercial and Industrial Procedures	4
WLD	1123	Commercial and Industrial Practices	4
WLD	1125	Structural Certification Practice	2
WLD	1126	Pipe Certification Practice	2
WLD	1130	Mechanical Testing and Inspection	2
DFT	1117	Blueprint Reading: Welding	3

Related Requirements			Qtr. Hrs.
PHY	1101	Applied Science I	3
MAT	1101	Trade Mathematics I	3
MAT	1102	Trade Mathematics II	3
DFT	1118	Pattern Development & Sketching	2
BUS	1103	Small Business Operations	3
MEC	1110	Machine Processes	3

General Education Requirements:			
RDG	1101	Vocational Reading Improvement	3
ENG	1102	Communication Skills	3
BUS	136	Professional Development	3

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
WLD	1110	Oxyacetylene Welding	4
WLD	1111	Oxyacetylene Cutting	2
PHY	1101	Applied Science I	3
RDG	1101	Vocational Reading Improvement	3
MAT	1101	Trade Mathematics I	3
WLD	1114	Gas Metal Arc Welding	4
SECOND QUARTER			
WLD	1112	Arc Welding Fundamentals	4
WLD	1113	Arc Welding Techniques	4
ENG	1102	Communication Skills	3
MAT	1102	Trade Mathematics II	3
DFT	1117	Blueprint Reading: Welding	3
WLD	1118	Introduction to Pipe Welding	2
THIRD QUARTER			
WLD	1116	Fundamentals of Gas Tungsten Arc Welding	4
WLD	1117	Techniques of Gas Tungsten Arc Welding	4
BUS	136	Professional Development	3
MEC	1110	Machine Processes	3
DFT	1118	Pattern Development & Sketching	2
FOURTH QUARTER			
WLD	1122	Commercial and Industrial Procedures	4
WLD	1123	Commercial and Industrial Practices	4
WLD	1125	Structural Certification Practice	2
WLD	1126	Pipe Certification Practice	2
BUS	1103	Small Business Operations	3
WLD	1130	Mechanical Testing and Inspection	2

WELDING CERTIFICATE

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
WLD	1111	Oxyacetylene Cutting	2
WLD	1114	Gas Metal Arc Welding	4
SECOND QUARTER			
WLD	1112	Arc Welding Fundamentals	4
WLD	1118	Introduction to Pipe Welding	2
THIRD QUARTER			
WLD	1116	Fundamentals of Gas Tungsten Arc Welding	4

GENERAL ADULT EDUCATION

CONTINUING EDUCATION

Mitchell Community College strives to provide academic and occupational programs consistent with the educational needs of Iredell and surrounding counties. The college provides opportunities for people to further meet their educational goals by offering programs which enable people to pursue occupational, vocational, cultural, and civic interests.

The college strives to serve the needs of the adult community by providing numerous programs of continuing education. Adult programs are held on a continuing basis and are developed according to the community's needs and interests. Courses include formal academic learning, cultural advancement, vocational and technical improvement, and personal enrichment. Any individual who is eighteen years of age or older or is a high school graduate or 16 years of age with special permission from the Superintendent of Schools may be admitted to these classes.

CLASS LOCATIONS

Classes are held on campus and at various other locations throughout Iredell County and surrounding counties. Some of the locations are South Iredell High School, Iredell Department of Correction, Mooresville, and various industries throughout the county. An extension center is located at the Mooresville Center.

ATTENDANCE

Most classes are scheduled on a quarterly basis. Special workshops and industrial courses are scheduled whenever necessary. Brochures are available each quarter to provide class schedules. Announcements will be made through local news media, including radio stations and the local newspaper. Classes usually meet one to three hours each night. Regular attendance should be maintained. For courses offering certificates, eighty per cent attendance is required.

FEES AND SUPPLIES

A registration fee of $25.00 is charged for occupational classes. A registration fee of $20.00 is charged for avocational, academic, and practical skills classes. Students enrolled in courses for Adult Basic Education, Adult High School, Volunteer Fire Departments, local law enforcement, the Department of Correction, and persons 65 years of age or older are exempt from the registration fee. Books are available at the college bookstore or from the instructor when the class meets. The cost of supplies varies according to individual courses.

CONTINUING EDUCATION UNIT

Continuing Education Units are awarded to all classes with the exception of Adult Basic Education, Adult High School, and craft classes. A Continuing Education Unit is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." These units provide a means of recording and accounting for non-credit courses, programs, and activities.

ADULT BASIC EDUCATION

The Adult Basic Education Program is designed to assist adults in the fundamentals of English, math, reading, science, and social studies. Classes are set up at various times and locations for the convenience of students, and all materials except paper and pencils are provided. In addition to small group instruction, the opportunity for assistance on a one-to-one basis exists through the Learning Labs in Statesville and Mooresville. There is no charge for the classes or the lab. Upon completion of the ABE program students may enroll in the Adult High School Diploma program. It is recommended, but not required, that students complete the ABE program before entering the GED High School Equivalency Program.

ADULT HIGH SCHOOL DIPLOMA PROGRAM

This program is recommended for persons who want or need a more academic program of high school completion, for example, those planning to attend college or to enlist in the Armed Forces. The courses of study required for all students are English, reading, science, social studies, and math. Instruction is offered in regular groups of classroom work if there is a sufficient number of students or through supervised individual work in the Learning Labs in Statesville and Mooresville. Upon completion of course work, the student takes a standardized test on each subject. When students pass the five subject tests and the North Carolina Competency Test, they are awarded a diploma by the Mooresville or Statesville City School system.

The following requirements must be met before entering the Adult High School Diploma program:

1. Residence: A legal resident of the Mitchell Community College service area.
2. Minimum age: 18. Persons between the ages of 16 and 18 may enroll with the written permission of the Superintendent of Schools and a notarized permission letter from a parent or guardian.
3. No charge for students attending the Learning Lab.

G.E.D. HIGH SCHOOL EQUIVALENCY PROGRAM

Under this program, individuals may take a series of tests called the General Educational Development Tests. A person's knowledge and skills are tested in five areas: reading, mathematics, natural science, English and social studies. The Equivalency Certificate is issued by the North Carolina State Board of Education and is mailed to the recipient. The certificate is recognized as the equivalent of a high school diploma by industry, agencies of government, employers, colleges, and other organizations.

The following requirements must be met before taking the GED tests:

1. Residence: A legal resident of North Carolina.
2. Minimum age: 18. If students are between the ages of 16 and 18 and display a special need, they may be allowed to take the GED tests by filing a special form which is available from the GED Examiner of the Continuing Education Office. This form requires a notarized parental permission to take the tests, as well as the permission of the Superintendent of Schools.
3. Cost: $7.50 initial testing fee.

If students fail one or more tests, they may retest after a six-month waiting period. Those who wish to retest before that time must complete a program of study in a class or Learning Lab. Persons who wish to review before testing may also do so in a class or Learning Lab.

The tests are given one week every month. Interested persons should pre-register for the tests with the GED Examiner at the Continuing Education Office.

NEW AND EXPANDING INDUSTRY PROGRAM

Business and industry training options are available under this program for any new or expanding company which is creating a minimum of twelve new production jobs within the College's service area. The College provides qualified companies with custom-designed employee training programs in order that a trained work force will be in place when production begins. Courses are taught on campus, at the production site, or in other special facilities, as necessary. The program, administered locally by Mitchell Community College, is funded through the Business and Industry Services Section of the State Department of Community Colleges.

THE LEARNING LABS

The Learning Labs, housed on campus in Statesville, and at the Mooresville Center in Mooresville, provide adults with individually scheduled, planned, and paced instruction in three major areas of concentration: high school completion, curriculum support, and special interest. The high school completion component consists of proper placement and referral, instruction in the Adult High School Diploma courses, and preparation for the GED tests. The curriculum support component provides supplementary assistance to students enrolled in campus curriculum courses. The special interest component includes courses for self-improvement, enrichment, and credit, with actual credit awarded by outside institutions. Materials are provided for use in the Lab and guidance is given by lab coordinators. Lab hours are 8:00 a.m. until 9:00 p.m. Monday through Thursday and 8:00 a.m. until 5:00 p.m. on Friday in Statesville and 8:00 a.m. until 5:00 p.m. Monday through Friday in Mooresville. There is no charge for courses taken through the Labs.

THE MOORESVILLE CENTER

The Mooresville Center offers a wide range of classes and services for residents from Mooresville, Troutman and the Lake Norman region. The center, located on 219 North Academy Street, has facilities which include: a learning lab for the GED and Adult High School Diploma program; an Adult Basic Education lab; a modern computer lab; a computer aided drafting lab; a small business center; and numerous classroom spaces for curriculum and continuing education classes.

Curriculum program classes that are offered at the center throughout the year include classes in business administration, accounting, college transfer, business computer programming, and general education.

The General Equivalency Diploma Program, Adult High School Diploma and Adult Basic Education programs are offered at the center both

during the day and in the evening. English as a Second Language and International Acclimation are day classes provided to assist foreign students to master English as a Second Language and to study the customs and traditions of American culture while learning the language.

Other classes at the center include: occupational extension courses; new and expanding industry training; and community service courses and seminars.

JOB TRAINING PARTNERSHIP ACT

JTPA provides job training for adults who are economically disadvantaged. The programs include General Clerk/Electronic Data Entry Training, Medical Office Clerk Training, Certified Nurse Aide Training, Food Service Training, and Individual Referral Technical and Vocational Curriculum programs.

An industry council comprised of private citizens, area business leaders, and educational agency leaders provides policy-making direction and program oversight for JTPA at Mitchell Community College.

For additional information, please contact the JTPA office at 878-3235, 878-3233, or 878-3232.

CONTINUING EDUCATION COURSE DESCRIPTIONS

Courses listed here are representative of the courses offered by Continuing Education throughout the year. These courses may or may not be offered every quarter as scheduling is dependent upon the interests and needs of the community. Recommendations and suggestions from students and from the community are used in planning and expanding the schedule of courses to be offered. The abbreviation, CEU, means Continuing Education Units with each unit representing ten hours of instruction.

HUMANITIES

This classification of continuing education encompasses the area of learning which includes literature, philosophy, history, and the fine arts in the form and style that is favored by the local population.

ART A-301

ART-2001 ACRYLICS I—33 hrs. ..... 3.3 CEU's
This is a course for those who have not painted in acrylics before. It is to teach simply how to handle the media, how to mix colors, and how to begin to paint.

ART-2001 ACRYLICS II—33 hrs. ..... 3.3CEU's
Acrylics II is a course designed for advanced students who have done acrylic painting, but would like to experiment in learning to use different techniques.

ART-2003 NEEDLECRAFT—33 hrs..... 3.3 CEU's
Needlecraft is a course which teaches the basic aspects of knitting, crocheting, and crewel embroidery. Introduction will cover basic stitches and gradual progression in all phases.

ART-2003 NEEDLEPOINT—33 hrs. ..... 3.3 CEU's
Instructions are given for sixteen needlepoint stitches. There will be a study of the material to be used. At the end of the course, the students will make something of their choice.

ART-2006 DRAWING—33 hrs. ..... 3.3 CEU's
The fundamentals of design, composition and perspective will be the central theme of this course. The beginning or advanced study may work with pencil, ink or charcoal as the media to develop a skill in sketching or drawing.

ART-208 GUITAR—33 hrs. ..... 3.3 CEU's
This course is designed to help students gain a basic understanding of and skill in playing the guitar. Students will learn notes and chords on the guitar and will be able to play a number of songs.

ART-2011 BASIC & ADVANCED PHOTOGRAPHY—33 hrs..... 3.3 CEU's
These courses will include basic introductions to photography and nomenclature of equipment, types of cameras and their uses, basic film types and their uses, what to photograph and why, how to show what you need in a court of law, and an introduction to photography in court and review.

ART-2015 SKETCHING—22 hrs. ..... 2.2 CEU's
This course is designed to introduce students to various creative techniques of sketching. Class work involves both lecture and sketching exercises.

ART-2019 CERAMICS I—33 hrs. ..... 3.3 CEU's
Ceramics I is designed as an introduction to the art of ceramics. Students will be involved in pouring molds, using glazes, painting, and firing.

ART-2019 CERAMICS II—33 hrs. ..... 3.3 CEU's
Ceramics II is a follow-up course designed to meet the needs of the experienced students. These students will be involved with the use of more advanced procedures, stains, and molds.

RELIGION A-302

Rel-2001 BIBLE STUDY—33 hrs. ..... 3.3 CEU's
This is general Bible study in which topics such as how the English Bible came into being will be covered. Biblical themes such as grace, love, salvation and judgment will also be studied.

ECONOMICS A-702

ECO-2006 MONEY AND BANKING—45 hrs. ..... 4.5 CEU's
Money and Banking is a basic course in banking principles. Topics to be covered range from functions of banking services to operations.

TECHNICAL EXTENSION

Extension courses in this classification are designed to equip students with the practical, industrial knowledge of a specific nature which will increase the student's technical skill.

PHYSICS: ELECTRICAL & ELECTRONICS OPTIONS S-501

ELN-3004 RADIO AND T.V. REPAIR—66 hrs..... 6.6 CEU's
This course will consist of 50 hours of study in basic electricity, 10 hours on safety methods, 22 hours on the use of test equipment, 15 hours on understanding and using schematics and diagrams, 20 hours for discussion of components, 15 hours on understanding radio and T.V. signals, and 30 hours on the use and operation of Solid State.

VOCATIONAL EXTENSION

This classification of extension courses is provided to aid students in the development of new skills, or the upgrading of existing skills, which are in demand among employees. Students are expected to develop a special degree of fitness in these classes when they apply themselves in the prescribed manner through the complete schedule of learning experiences prepared by the instructor.

HOS-3010 FOOD SERVICE SELLING—120 hrs. ..... 12.0 CEU's
This course is designed to teach the basics of good food service selling. Some topics to be covered are the waiter and waitress, types of table service and settings, sidework, initiating the service, serving the meal, wine, and bar service.

HOS-3024 OVERVIEW OF SCHOOL FOOD SERVICE—60 hrs. 6.0 CEU's
A basic orientation course presenting the history of school feeding, characteristics of a good program, personnel and human relations, nutrition, sanitation and safety.

HOS-3032 PROCUREMENT IN SCHOOL FOOD SERVICE—60 hrs. 6.0 CEU's
This course is designed for directors of school food service. It covers such items as organization, menu planning, marketing expertise, nutrition and evaluation.

REAL ESTATE W-227

DMK-3502 REAL ESTATE—66 hrs. ..... 6.6 CEU's
This course will cover the many facts of the real estate business. Topics to be covered are sales, promotions, contracts, legal aspects, as well as other relevant subjects.

HEALTH AND SAFETY

AMBULANCE ATTENDANT W-330

EMT-3028 EMERGENCY MEDICAL TECHNICIAN—120 hrs. 12.9 CEU's
This class is designed for ambulance attendants and any others who are interested. Classes of this nature are necessary for people who deal with emergency situations. Seventy-one hours are spent in class and ten hours are spent working in an emergency room.

NURSES AIDE W-337

NUR-3023 NURSES ASSISTANT—110 hrs. ..... 11.0 CEU's
This course is designed in such a manner that after its completion students will be able to qualify for hospital positions as nurses aides.

HOME ECONOMICS

CLOTHING AND TEXTILES W-541

HEC-3103 SEWING I—33 hrs. ..... 3.3 CEU's
This course offers the basic techniques in clothing construction such as taking measurements, finding the correct figure type, choosing the pattern, buying materials on the market today, altering patterns, preparing and constructing garments.

HEC-3104 SEWING II—33 hrs. ..... 3.3 CEU's
This sewing class is the second in a series of courses to train students in correct sewing techniques.

HEC-3101 SEWING III—33 hrs. ..... 3.3 CEU's
Sewing III is designed as a general sewing class which deals with the basic techniques of tailoring, which includes establishing firmness of shape and precision in fit in a tailored garment.

HEC-3106 TAILORING—33 hrs. ..... 3.3 CEU's
Tailoring is the construction of detailed clothes such as suits, coats, dresses and formals.

HEC-3114 SEWING WITH KNITS—33 hrs. ..... 3.3. CEU's
Instruction for sewing knit fabrics includes measuring a pattern, cutting out garments, construction of garments and matching stripes. Suggestions will be given on construction of women's slacks, and construction of men's slacks.

HEC-3105 CROCHETING—22 hrs. ..... 2.2 CEU's
In this course the student learns the different stitches and their abbreviations, how to read a pattern and how to regulate stitches. They also learn to increase and decrease stitches where needed.

HEC-3109 KNITTING—22 hrs. ..... 2.2 CEU's
This course is designed to increase one's knowledge of stitches and procedures used in hand knitting. Abbreviations, symbols, terms, and types of yarn used in knitting are also discussed.

FOOD PREPARATION W-542

HEC-3203 CAKE DECORATING I—22 hrs. ..... 2.2 CEU's
This class deals with the basic techniques of beginning cake decorating. Emphasis is placed on learning a variety of flowers, a few simple borders, and proper assembly of a cake. The last night of class groups of 4-6 students assemble a two-tier wedding cake.

HEC-3203 CAKE DECORATING II—22 hrs. ..... 2.2 CEU's
Cake Decorating II is a continuation of basic cake decorating. Skills covered include more elaborate borders, the use of meringue icing, more flowers, and the construction of a three-tier wedding cake by each student.

INTERIOR DESIGN AND DECORATING W-545

HEC-3304 FLOWER ARRANGING—33 hrs. ..... 3.3 CEU's
Flower arranging is the study and practice of art forms and principles of flower arranging. It includes the use of flowers, containers, accessories and arrangements for special occasions.

HEC-3305 INTERIOR DESIGN—33 hrs. ..... 3.3 CEU's
The aim of this class is to inform persons in the art of decorating houses or apartments. A study is made of house plans, carpeting, draperies and accessories. Suggestions are given for the selection of items to give a room or house a new look.

OFFICE

ACCOUNTING/BOOKKEEPING W-750

BUS-3002 BOOKKEEPING—44 hrs. ..... 4.4 CEU's
This course is for the person who has had no previous experience in bookkeeping. Instruction will cover the proper method of keeping records, including journalizing, posting, trial balance, and statements.

GENERAL CLERICAL W-753

BUS-3204 MEDICAL OFFICE ASSISTANT—114 hrs. ..... 11.4 CEU's
This class teaches medical terms and correct procedures of doing the paper work that a medical office assistant comes in contact with. After the completion of this course one can qualify for work as a medical secretary.

SECRETARIAL AND RELATED W-754

BUS-3403 BASIC SHORTHAND—44 hrs. ..... 4.4 CEU's
This is a course in fundamental procedures and basic instruction for shorthand outlines. Instruction will be given on all outlines used in shorthand.

BUS-3404 SHORTHAND II—44 hrs. ..... 4.4 CEU's
This class is designed for students who have mastered the fundamentals of shorthand and who are interested in gaining speed in writing and transcribing.

TYPING AND RELATED W-758

BUS-3502 TYPING I—44 hrs. ..... 4.4 CEU's
Typing I is an introduction to the touch typewriting system. Instruction will emphasize correct typing techniques, mastery of the keyboard, simple business correspondence, tabulation and manuscripts.

BUS-3503 TYPING II—44 hrs. ..... 4.4 CEU's
This class will place emphasis on speed and accuracy with further mastery of correct typewriting techniques.

TRADES AND INDUSTRY

AIR CONDITIONING W-970

AHR-3001 REFRIGERATION AND AIR CONDITIONING—66 hrs. ..... 6.6 CEU's
This course is a study of the operation of refrigerators and air conditioners, which will enable an individual to make repairs. Basic electrical principles and mechanical difficulties are emphasized.

BLUEPRINT READING W-972

BPR-3001 BLUEPRINT READING—33 hrs. ..... 3.3 CEU's
Students in this course will be introduced to the principles of interpreting blueprints and trade specifications that are common to the building trades.

ELECTRICAL CONSTRUCTION W-984

ELC-3002 RESIDENTIAL WIRING—33 hrs. ..... 3.3 CEU's
This course is designed to teach the fundamental practices of residential, commercial, and industrial wiring.

MASONRY W-975

MAS-3001 BRICKLAYING—66 hrs. ..... 6.6 CEU's
This will be an introductory course to the art and skill of bricklaying. Topics to be covered include laying straight walls, fireplaces, lattice work, and corners.

METALWORKING W-980

WLD-3003 BASIC WELDING—33 hrs. ..... 3.3 CEU's
This course is designed as an introduction to the art of welding. Students take a brief look at all methods of welding without too much emphasis on any one type.

WLD-3004 ARC WELDING—33 hrs. ..... 3.3 CEU's
This course is the study of the arc welding process, welding machines and accessories, types of metals and identification, and additional information related to the welding process.

SMALL ENGINE REPAIR AND SERVICES W-986

AUT-3501 SMALL ENGINE REPAIR—33 hrs. ..... 3.3 CEU's
A practical course in the repair of small air-cooled gasoline engines such as those found on lawn mowers, tillers, or minibikes.

WOODWORKING OCCUPATIONS W-988

WWK 3005 WOODWORKING I—33 hrs. ..... 3.3 CEU's
This course is designed to help the woodworking enthusiast in the use, care, and safe practice of basic hand and power tools.

WWK-3004 WOODCARVING—33 hrs. ..... 3.3 CEU's
This course is designed to teach the techniques of woodcarving. Students learn the correct tools to use, and the types of wood to use for whittling and for good carving.

MANAGEMENT DEVELOPMENT PROGRAMS

Courses offered in this program are designed to exert personal qualities of leadership and supervisory competencies. The purpose of each course is to offer practical applications to present needs of the company.

Certificates are awarded when a person satisfactorily completes the course and attends 80% of the class meetings. Upon completion of 160 hours a diploma is awarded. Some of the courses which are available are listed below.

MANAGEMENT DEVELOPMENT PROGRAM W-979

MDP-28 hrs. PRE-SUPERVISORY TRAINING (PST) ..... 2.8 CEU's
Pre-Supervisory Training is designed to prepare employees who are being considered for supervisory positions for the level of work which they will be expected to perform. Some topics covered are personnel relations, organizations, and job responsibility.

MDP-44-46 hrs. PRINCIPLES OF SUPERVISION .....4.4-4.6 CEU's
This course is designed to deal with the basic and general principles of effective supervision techniques. The course is broken down into seven distinct parts. Some of these include fundamentals of supervision, communications, how to train employees and job evaluation.

MDP-10 hrs. JOB RELATIONS ..... 1.0 CEU's
The Job Relations course is concerned with the fundamentals of human relations, bases for decision making and taking preventive action.

MDP-18-20 hrs. HUMAN RELATIONS ..... 1.8-2.0 CEU's
This course emphasizes the development of the science of Humanics. Topics to be covered will include machines and the human element, the personal needs that stimulate behavior, leadership, supervision, and techniques for handling people.

MDP-22 hrs. ART OF MOTIVATING PEOPLE ..... 2.2 CEU's
This course is designed to motivate employees in relation to production. Emphasis will be placed on specific problems in the area of motivation.

MDP-22 hrs. ECONOMICS IN BUSINESS AND INDUSTRY ..... 2.2 CEU's
This course is designed to give supervisors a better understanding of the American Free Enterprise System and how it operates. Included in this course are the five basic principles of capitalism, the function of government and its responsibility to the people.

MDP-22 hrs. EFFECTIVE COMMUNICATIONS..... 2.2 CEU's
This course places emphasis on clear and forceful oral, written, and implied communication. It gives supervisors an opportunity to improve their effectiveness in day-to-day communications with employees.

MDP-22 hrs. EFFECTIVE WRITING ..... 2.2 CEU's
Effective writing is designed to help foremen and supervisors improve their writing skills in reports, letters and memoranda which are necessary in daily operations.

MDP-15 hrs. EFFECTIVE SPEAKING..... 1.5 CEU's
Emphasis in this course is placed on the theory and practice of the art of self expression. A guide is provided for the supervisor to follow in helping the student overcome fear and self-consciousness when addressing a group.

MDP-20 hrs. SPEED READING..... 2.0 CEU's
This course is designed to broaden the span of perception and recognition, and to increase the speed and comprehension in reading for those in business and industry.

MDP-10 hrs. JOB METHODS ..... 1.0 CEU's
This course is set up in five two hour sessions. Emphasis is placed on the importance of finding more efficient ways of completing tasks. Each participant is given a chance to study and submit a proposed method improvement project.

MDP-15 hrs. INSTRUCTOR TRAINING..... 1.5 CEU's
This course is designed to provide the future supervisor-instructor with an approved method of instruction based on the basic principles of learning, which will enable the student to teach others the related technology or manipulative skills of his trade.

MDP-22 hrs. INDUSTRIAL SAFETY AND ACCIDENT PREVENTION .....2.2CEU's

This course provides the supervisor with a systematic approach to a better understanding of safety and accident prevention problems. Special emphasis is given to preventive safety measures and understanding the causes of accidents and injuries.

MDP-10 hrs. INDUSTRIAL FIRST AID..... 1.0 CEU's

The aim of this course is to give the basics of first aid techniques to supervisors who will be confronted with injuries from accidents likely to occur in the work area. Also covered is factual information for the temporary treatment of sudden illnesses, attacks, and seizures on the job.

MDP-40 hrs. SUPERVISION IN HOSPITALS ..... 4.0 CEU's

This is a training course similar to MDP-1, which has been developed specifically for hospital supervisors. This course covers supervisory areas of human relations, leadership, job methods, housekeeping, and training subordinates.

MDP-10-12 hrs. LABOR LAWS..... 1.0-1.2 CEU's

This is an introductory course for supervisors to introduce them to the important labor laws so that they may know the legal responsibilities of supervisors and what legal protection is available to business and its employees.

MDP-12 hrs. EMPLOYEE EVALUATION AND INTERVIEWING ..... 1.2 CEU's

This course provides fundamental information and basic guides for setting up and using a sound employee evaluation program in relation to what is expected of the supervisor.

MDP-12 hrs. JOB INSTRUCTION TRAINING..... 1.2 CEU's

This course covers such points as how to get thorough analysis of the job to be taught, how to develop skills in the art of teaching, an understanding of the individual as a learner, and an appreciation of the employee's part in the organization.

NEW AND EXPANDING INDUSTRIES

New and Expanding Industry Training is primarily concerned with the development and administration of programs designed for the purpose of training new employees. This institution, in cooperation with the Industrial Service Division of the State Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities.

FIRE SERVICE TRAINING

Area fire schools are held to train personnel about techniques and use of new equipment. Classes are held at the municipal and volunteer departments. Other courses are planned upon request. Fire service classes include the following:

FIREMANSHIP W-982

FIP-42 hrs. INTRODUCTION TO FIREFIGHTING ..... 4.2 CEU's
This course is designed for use where firemen must be trained for service as quickly as possible and for departments that have been active not more than two years, and have had no formal training. Topics can be arranged according to the needs established by the fire chief and instructor.

FIP-9 hrs. FORCIBLE ENTRY ..... .9 CEU's
Forcible entry means the opening of or the breaking through an enclosure that cannot be opened by conventional means. This course includes breaking a lock, prying open a door or window, and opening floors and roofs.

FIP-6 hrs. ROPE PRACTICES ..... .6 CEU's
Rope work involves the teaching of all the knots and hitches necessary for hoisting tools, ladders, hoses, extinguishers, and for the splicing, care and storage of lifelines and handlines.

FIP-9 hrs. PORTABLE FIRE EXTINGUISHERS ..... .9 CEU's
This course is designed to discuss techniques in the proper selection, use and operation of extinguishers to safeguard life and property. It also trains one to be able to select, use and recommend fire extinguishers that are properly suited for the condition that may exist.

FIP-9 hrs. LADDER PRACTICES ..... .9CEU's
Emphasis in this course is placed on team work and smooth continuous movements which are essential to develop speed and avoid injury. The course incorporates ladder information and practices in type, design and construction, methods and techniques of handling ladders and inspection and care of ladders.

FIP-9 hrs. SALVAGE AND OVERHAUL PRACTICES ..... .9 CEU's
This course is designed to present approved techniques in the use and care of salvage equipment used to reduce property damage during any emergency. Overhaul practices cover approved techniques of operation and procedures by which these conditions can be handled.

FIP-12 hrs. FIRE STREAM PRACTICES ..... I.2 CEU's
This course covers information on the efficient service of pumps, hoses, and nozzles. Also covered are specific fire stream requirements and methods of calculating fire streams.

FIP-12 hrs. FIRE APPARATUS PRACTICES..... I.2 CEU's
This course deals with the proper care and operating practices of motorized fire apparatus. Some topics included are fire apparatus, requirements, special mechanical features and functional equipment (pumpers and aerial ladders), and caring for fire apparatus.

FIP-9 hrs. VENTILATION ..... .9 CEU's
This course is designed to aid one's understanding of what happens inside a building when it fills with smoke from a smouldering fire, and what is to happen if the condition is handled properly.

FIP-12 hrs. RESCUE PRACTICES ..... 1.2 CEU's
Rescue work is an important function of the fire service. This guide will describe good practices in the careful removal of people from hazards due to fire, explosions, storms, earthquakes, and any other occurrence that seriously disrupts normal conditions.

FIP-9 hrs. PROTECTIVE BREATHING EQUIPMENT..... 9 CEU's
The purpose of this course is to increase one's knowledge of the operation of protective breathing equipment, and the correct method of wearing it.

FIP-12 hrs. FIRE FIGHTING PROCEDURES..... 1.2 CEU's
This outline discusses ways and means of applying a plan to a course of action, and to provide a system by which firefighting procedures may be selected, applied, and improved upon to meet the needs of a local situation.

FIP-no minimum FIRE BRIGADE TRAINING FOR INDUSTRY..
no minimum CEU's
In order to avoid major industrial plant fire losses each plant should maintain a well-trained fire brigade. Each brigade should be ready to meet the needs of the plant which it serves. These brigades do not replace the fire departments but they can and do play a big part in the initial steps taken to prevent costly fires.

FIRST AID

The following is a list of the courses taught in first aid. Upon completion of any one of these courses you are qualified for Red Cross Certification.

Multi-Media First Aid	12 hrs.
Standard First Aid	18 hrs.
Advanced First Aid	52 hrs.
CPR	9-12 hrs.

These courses and others are also designed to meet the Occupational Safety and Health Act requirements.

CURRICULUM COURSE DESCRIPTIONS

Following the course name and number appears a numerical code which should be interpreted as follows: first number indicates the number of credit hours; the second number indicates the number of lecture hours; the third number indicates the number of laboratory hours; and the fourth number indicates the number of shop practice hours.

AIR CONDITIONING, HEATING, AND REFRIGERATION

AHR 1101 AUTOMOTIVE AIR CONDITIONING 3 (2-0-3)
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work. Prerequisite: PHY 1101.

AHR 1102 STEAM AND HOT WATER HEATING AND COOLING SYSTEMS..... 4 (2-0-6)
This is a study of the science of heating and/or cooling through the use of chilled and/or hot water or steam. The course gives a basic coverage of the selection of heat distribution units, water chillers, compression tanks, zone valves, zone controls, relief valves, flow control, pressure reducing valves, boiler fittings, feed water accessories, steam accessories, combustion accessories, draft control, water treatment, boiler operation and boiler room safety. Prerequisite: AHR 1121, 1115, 1111, 1112.

AHR 1110 INDUSTRIAL HEATING..... 4 (3-0-3)
This is a basic study of the science of heating through the use of circulating hot water and steam. There will be an introduction to both gas- and oil-fired boilers. The course also covers boiler fittings, feed water accessories, steam accesssories, combustion accessories, draft control, water treatment, boiler operation and boiler room safety. Prerequisites: ELC 1104, ELN 1118.

AHR 1111 AUTOMATIC CONTROLS I 4 (2-0-6)
A step-by-step introduction to the foundation necessary for advanced study in controls. Topics include nature of electricity, rules governing electricity, inductive and capacitive circuits, principles of motor operation, power, transformer principles, relay principles, analyzing control circuits.

AHR 1112 AUTOMATIC CONTROLS II 2 (1-0-3)
The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for troubleshooting of the various electrical services used in air conditioning, heating and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, protective devices and wiring. Prerequisites: AHR 1111, AHR 1121.

AHR 1115 FUNDAMENTALS OF HEATING 4 (2-0-6)
An introduction to the fundamentals of heating and heat transfer related to various types of heating systems. The use and care of tools, using instruments to measure combustion efficiencies, and installing equipment and ductwork to make up a heating system are covered. Also introduced are comfort surveys, heat loss and gain, equipment selection and maintenance, solar heating and heat distribution systems. Prerequisites: AHR 1121, AHR 1111 or permission of instructor.

AHR 1121 PRINCIPLES OF REFRIGERATION 4 (2-0-6)
An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and construction of valves, fittings, and basic control. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.

AHR 1122 DOMESTIC AND COMMERCIAL REFRIGERATION..
4 (2-0-6)
Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigerators, freezers, and window air conditioning units are stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems are studied. The use of manufacturer's catalogs in sizing and matching system components and a study of control refrigerants, servicing methods is made. The American Standard Safety Code for Refrigeration is studied and its principles practiced. Prerequisites: AHR 1121, AHR 1111 or permission of instructor.

AHR 1123 PRINCIPLES OF AIR CONDITIONING 4 (2-0-6)
Work includes the selection of various heating, cooling, and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed. Prerequisites: AHR 1122, AHR 1112, AHR 1115.

AHR 1124 AIR CONDITIONING, HEATING, AND
REFRIGERATION SERVICING..... 4 (2-0-6)
Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Lab work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure. Prerequisites: AHR 1123, AHR 1113.

AHR 1125 HEAT LOSS AND HEAT GAIN CALCULATIONS.... 3 (3-0-0)
All-season air conditioning requirements, heat loss and heat gain calculations, heat transfer, and comfort students psychrometrics, humidifiers, electronic air cleaners, and heat pump principles of operation.

AHR 1126 ALL YEAR COMFORT SYSTEMS 4 (2-0-6)
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems, and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils, amd electric wiring and controls are included in the study. Prerequisites: AHR 1123, AHR 1113.

ANTHROPOLOGY

ANT 251 INTRODUCTION TO ANTHROPOLOGY 5 (5-0-0)
The factors which make for variation in living things are examined along with a thorough study of genetics. The origin of man is traced in detail as much as existing fossil finds will permit. The course covers about a two million year span of time.

ART

ART 150 BASIC DESIGN 3 (0-6-0)
Upon completion of this course, the student will be able to identify and use the principles and elements of design as they relate to the two-dimensional surface. Flat pattern development, pictorial composition, depiction of special illusion, and value analysis will have been studied.

ART 151 DRAWING I 3 (0-6-0)
Upon completion of this course, the student should be able to identify problems and possible graphic solutions of representing visual experience on the two-dimensional surface. The student will have explored a variety of material including pencil, pen and ink, conte, and charcoal and will have employed various techniques with an emphasis upon utilizing these materials and techniques as a means of personal expression.

ART 152 DRAWING II 3 (0-6-0)
Upon completion of this course, the student will have been introduced to the study of perspective and other systemized methods of rendering the illusion of form and space. The student will be able to apply elements of good pictorial composition and will have continued to develop technical competence in the use of a variety of material and techniques. Prerequisite: ART 151 or permission of instructor.

ART 155 SERIGRAPHY 3 (0-6-0)
Students will demonstrate an understanding of silk screening as a fine art by designing and producing editions of prints which use various techniques such as paper, knife-cut, and photopositive stencils with emphasis on layout and color separation.

ART 156 CRAFTS 3 (0-6-0)
Upon completion of this course, the student should be able to design, construct, and exhibit fiber, wood, and glass craft projects.

ART 157 CERAMICS I 3 (0-6-0)
Upon completion of this course, the student should be able to (1) design and produce projects by the pinch pot, coil, slab, and potter's wheel methods; (2) utilize various glaze techniques.

ART 158 CERAMICS II 3 (0-6-0)
Upon completion of this course, the student should be able to (1) design and produce ceramic projects building on the foundation of skills acquired in Ceramics I, (2) construct one major sculpture project which will combine at least one additional material with the clay, (3) keep an individual test tile record of glaze experiments. Prerequisite: ART 157 or permission of instructor.

ART 159 CERAMICS III 3 (0-6-0)
Upon completion of this course, the student should be able to (1) design and produce projects building on the foundation of skills acquired in Ceramics I and II; (2) weigh, mix, and apply glaze formulas to ceramics projects; (3) describe how to load, fire, and unload electric kiln. Prerequisite: ART 158 or permission of instructor.

ART 160 WATERCOLOR I 3 (0-6-0)
Through exercises in technical methods and various approaches to idea generation, the student will be able to produce watercolor paintings which demonstrate a mastery of this medium.

ART 161 WATERCOLOR II 3 (0-6-0)
This course is designed to allow further experience and research in the medium of watercolor. Exercises in composition, expression, and color theory will be explored as well as intensive practice in directional interests in content and subject matter. Prerequisite ART 160 or permission of instructor.

ART 162 WATERCOLOR III 3 (0-6-0)
An advanced studio course to further refine the student's skill with the particular medium. Nature studies and paintings from imagination will be considered as the main areas of concentration. Ideas concerning product, presentation and exhibition will be explored. Prerequisite: ART 161 or permission of instructor.

ART 163 BASIC PHOTOGRAPHY 3 (0-6-0)
The student will be introduced to the Basics of Photography, including use of the camera, composition, and subject matter. Students must provide 35 mm camera.

ART 164 PHOTOGRAPHY II 3 (0-6-0)
This course is designed around the photographic darkroom. There will be some advanced lighting techniques as well as work with special effects in the darkroom and with the camera. Prerequisite: ART 163 or Portfolio.

ART 180 ART APPRECIATION 5 (5-0-0)
A survey of ideas and stylistic trends from cave painting to modern times. Painting, sculpture and architecture of each major period will be discussed. The course is designed to meet state requirements for public school teachers and is open to the general college student.

ART 182 INTRODUCTION TO ART (AESTHETICS) 5 (5-0-0)
This is an art/humanities elective course dealing with philosophies of meaning in historical and contemporary art forms. The relationships between information and illumination and between intellect and imagination will be discussed in a seminar manner. Students will be responsi-

ble for researching and presenting information and participating in class discussions.

ART 253 INTRODUCTION TO PRINTMAKING 3 (0-6-0)
This course is designed for general college students with little or no experience in the field who wish to enroll in a course of a fairly specialized nature. A wide variety of print media is introduced through a series of lectures, demonstrations, and field trips. Studio work emphasizes relief printing techniques, etching, and silkscreen printing. Prerequisite: ART 151 or permission of instructor.

ART 256 PAINTING I 3 (0-6-0)
Upon completion of this course, the student will be able to select tools and materials for painting and will be able to demonstrate a knowledge of the elements of art and the principles of design as they apply to the production of painting.

ART 257 PAINTING II 3 (0-6-0)
The student will continue the analysis and production of good pictorial composition and will continue experimentation in a variety of painting media. Prerequisite: ART 256 or permission of instructor.

ART 258 PAINTING III 3 (0-6-0)
The student will give special attention to painting as a means of personal expression and will continue to identify and solve the problems of pictorial production such as color, form, and special illusion. The student will continue technical experimentation. Prerequisite: ART 257 or permission of instructor.

ART 259 SCULPTURE I 3 (0-6-0)
In this course the student will experiment with a variety of materials by utilizing the constructive, the additive, and the subtractive processes of sculpture.

ART 260 SCULPTURE II 3 (0-6-0)
The student will continue to experiment with a variety of materials and methods of sculpture. There will be an emphasis on carving in wood and stone. Prerequisite: ART 259 or permission of instructor.

ART 261 SCULPTURE III 3 (0-6-0)
Sculpture III is an advanced studio course designed with the student in mind. Emphasis is on media, tools, process or on concept gained from experience and research. Statement or expressive quality of sculpture will be expressed. Prerequisite: ART 260 or permission of instructor.

ART 280 ANCIENT ART HISTORY 5 (5-0-0)
An in-depth study of the evolution of art with specific emphasis on the art of Ancient Egypt and Ancient Greece. Painting, sculpture and architecture are discussed. Open to general college student.

ART 281 RENAISSANCE ART HISTORY 5 (5-0-0)
An in-depth study of the evolution of 15th and 16th Century art with emphasis on the art from Giette to Michaelangelo. Painting, sculpture, and architecture are discussed.

ART 282 MODERN ART HISTORY 5 (5-0-0)
An in-depth study of the evolution of Modern Art with emphasis on the period from J. O. David to Andy Warhol. Painting, sculpture and architecture are discussed.

ART 283 COLOR THEORY 3 (0-6-0)
The student will continue the analysis and implementation of the principles and elements of design with an emphasis upon color theory.

ART 285 INDEPENDENT STUDIO 3 (0-6-0)
A course designed to permit the student to work beyond the limits of the regular sequence of courses in particular area of art. As the course title indicates, the student will be working independently on self-determined objectives utilizing the resources of the Art Department. One independent studio may be taken per area. Prerequisite: Completed sequence of art courses in the area of proposed independent study.

ART 286 INDEPENDENT STUDIO 3 (0-6-0)
A course designed to permit the student to work beyond the limits of the regular sequence of courses in a particular area of art. As the course title indicates, the student will be working independently on self-determined objectives utilizing the resources of the Art Department. One independent studio may be taken per area. Prerequisite: Completed sequence of art courses in the area of proposed independent study.

ART 287 INDEPENDENT STUDIO 3 (0-6-0)
A course designed to permit the student to work beyond the limits of the regular sequence of courses in a particular area of art. As the course title indicates, the student will be working independently on self-determined objectives utilizing the resources of the Art Department. One independent studio may be taken per area. Prerequisite: Completed sequence of art courses in the area of proposed independent study.

AUTOMOTIVE MECHANICS

PME 151 AUTOMOTIVE FUNDAMENTALS FOR CONSUMERS.. 3 (3-0-0)
This course is designed to help you prolong the life of your automobile. The topics discussed include the following: the engine and companion systems, preventive maintenance, basic tune-up instructions, and trouble-shooting.

PME 1101 INTERNAL COMBUSTION ENGINE 4 (2-0-6)
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of diagnosing and repairing. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams.

PME 1102 ENGINE IGNITION AND FUEL SYSTEMS 4 (2-0-6)
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Interpretation and reading of schematic prints and diagrams. Making sketches of electrical wiring and fuelsystem

components for automotive engines and other internal combustion engines. Prerequisite: PME 1101 or permission of instructor.

PME 1110 EMISSION CONTROL SYSTEMS 2 (1-0-3)
A study of operating principles which apply to control systems currently in use and emission control systems that effectively reduce the volume of air pollutants.

PME 1113 BRAKE SYSTEMS 2 (1-0-3)
A study of the principle of operation of modern drum and disc braking systems. Diagnosis, component replacement and total system overhaul are included.

PME 1116 FRONT END ALIGNMENT AND WHEEL BALANCING 2 (1-0-3)
Principles and functions of front-end alignment and wheel balancing on all types of automobiles and light trucks.

PME 1120 AUTOMOTIVE ELECTRICAL SYSTEMS 2 (1-0-3)
The course will cover diagrams, sketches, charts, wiring codes, and symbols for automobiles. Analysis charts will be studied to troubleshoot electrical problems with wiring, and electronic devices on new model automobiles.

PME 1121 FRONT SUSPENSION, ALIGNMENT, AND POWER STEERING 2 (1-0-3)
Theory of operation, correct disassembly and mounting of all front suspension parts on various types of frames (car and light truck). A thorough understanding of the function and repair of steering gears (Power and standard), shock absorbers, springs, wheels and tires, pumps, rams, etc. is gained. Theory and application of steering geometry, correct diagnosis of problems and use of the alignment and balancing machines; analysis and correction of tire wearing problems, vibrations, hard steering, pulling, etc. is experienced.

PME 1124 AUTOMOTIVE POWER TRAIN SYSTEMS..... 2 (1-0-3)
Principles and functions of automotive power train systems: clutches, transmission gears, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing and repair.

PME 1125 AUTOMOTIVE SERVICING 4 (2-0-6)
Emphasis is on the shop procedures necessary in "troubleshooting" of automotive systems, provides a full range of experiences in testing, adjusting, repairing, and replacing components. A close simulation to an actual automotive shop situation will be maintained. Prerequisite: PME 1102, PME 1123, AHR 1101.

PME 1204 AUTO-DIESEL ENGINE SERVICING 4 (2-0-6)
A study of the auto and light truck diesel engines. Repair and replacement of common service problems pertaining to the engine will be emphasized greatly. Electronic computer controls will be covered that pertain to emission control devices as they become available on vehicles.

PME 1206 ELECTRONIC FUEL INJECTION SYSTEMS 6 (5-0-3)
A study of computer controlled fuel injection as it pertains to automobiles and light trucks. Several manufacturers' systems will be used as reference material, along with generic fuel injection trainers, similar to

all basic systems. Both gasoline and diesel systems will be studied. Prerequisite: PME 1120, PME 1110, PME 1102, EGR 1101.

PME 1221 ADVANCED ELECTRICAL SYSTEMS 2 (1-0-3)
Detailed study in theory and construction of electronic controlled charging and ignition systems. Prerequisite: PME 1120 or Permission of instructor.

PME 1224 AUTOMATIC TRANSMISSIONS..... 5 (3-0-6)
This course is designed to provide a measure of depth in the understanding of automatic transmissions. Instruction includes classroom study, demonstrations, and student participation in disassembly, reassembly, and testing of selected transmissions. Special emphasis is placed on principles, function, construction, operation, servicing and "trouble-shooting" procedures and repair of various types.

PME 1232 FRONT END DRIVE TRAIN STEERING AND ALIGNMENT 2 (1-0-3)
Study of the new front-wheel drive train. Operation and repair of steering and alignment of rack and pinion system will be emphasized. Prerequisite: PME 1113, PME 1116, PME 1121, PME 1124.

BASIC LAW ENFORCEMENT

BLE 101 BASIC LAW ENFORCEMENT 24 (16-0-24)
See program description, which is the same as the course description. The course will contain 446 contact hours.

BIOLOGY

BIO 151 GENERAL BIOLOGY 4 (3-3-0)
A study of the basic biological principles included in both animal and plant kingdoms. Emphasis is placed upon live, taxonomy, the cell, cell divisions, cellular metabolism, photosynthesis, nucleic acids, and genetics.

BIO 152 GENERAL BIOLOGY 4 (3-3-0)
A continuation of BIO 151. Included are a survey of the plant kingdom and ecological studies, including both plants and animals. Prerequisite: BIO 151.

BIO 153 GENERAL BIOLOGY 4 (3-3-0)
A continuation of general biology. Included are a survey of the animal kingdom and the structure and function of man as one of the animals. Prerequisite: BIO 151.

BIO 251 ANATOMY AND PHYSIOLOGY..... 4 (3-2-0)
A study of the anatomy and physiology of the human body with integration and homeostasis as leading factors. Emphasis is on the cell, tissues of the body, integumentary system, skeletal system, muscular system, and digestive system.

BIO 252 ANATOMY AND PHYSIOLOGY..... 4 (3-2-0)
A continuation of BIO 251. The systems covered are the circulatory, respiratory, excretory, and reproductive. Prerequisite: BIO 251.

BIO 253 ANATOMY AND PHYSIOLOGY..... 4 (3-2-0)
A continuation of BIO 252. The systems covered are the nervous, special senses, endocrine and immunological. Prerequisite: BIO 252.

BIO 255 MICROBIOLOGY 5 (3-4-0)
Morphology, physiology, and methods of culture and control of bacteria, viruses, and related micro-organisms. The course includes pathogens and epidemiology of microbial diseases.

BUSINESS

BUS 122 FILING 3 (3-0-0)
A study of the fundamentals and theory of filing with special emphasis on alphabetic, geographic, subject, numeric, and other filing systems.

BUS 125 OFFICE PROCEDURES 3 (3-0-0)
Efforts will be made to observe and direct students in developing those characteristics and personality traits which are essential in the modern business office. Training in office duties and procedures will be emphasized. Prerequisite: Ability to type or permission of instructor.

BUS 126 OFFICE PROCEDURES 3 (3-0-0)
A continuation of BUS 125. This course presents a series of integrated office activities which emphasize the administrative aspects of secretarial work. Prerequisite: BUS 125 or permission of instructor.

BUS 128 BUSINESS MATHEMATICS 4 (3-2-0)
A course designed to cover the mathematical understandings and skills needed to solve computational problems encountered in business. Instruction on the electronic calculator and its use in business math applications will be included.

BUS 130 PRINCIPLES OF INDUSTRIAL MANAGEMENT 5 (5-0-0)
The basic managerial decisions; organizational structure including plant location, building requirements, and internal factory organization and problems of factory operation and control, planning, scheduling, routing factory production, stores control, labor control, purchasing, and cost control. Plant problems are utilized at lab experiments.

BUS 133 INDUSTRIAL SAFETY 5 (5-0-0)
Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment; state industrial accident code and fire regulations, the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program.

BUS 134 PRINCIPLES OF SUPERVISION 3 (3-0-0)
Introduces the basic responsibilities and duties of the supervisor and the relationship to superiors, subordinates and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

BUS 135 WORK MEASUREMENT 5 (5-0-0)
A study of the principles of work simplification including administration of job methods, improvement, motion study fundamentals, and time study techniques. Use of flow and process charts, multiple activity charts, operation charts, flow diagrams, and methods of evaluation are included topics.

BUS 136 PROFESSIONAL DEVELOPMENT 3 (3-0-0)
A study of the principles that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems.

BUS 150 BUSINESS LAW 3 (3-0-0)
A general course designed to acquaint the student with the subject of Business Law and to examine fully the subject of contracts.

BUS 151 BUSINESS LAW 3 (3-0-0)
A continuation of Business 150. Topics include the sale of goods, commercial paper, insurance, estate planning, court procedures, agency, and employment. Prerequisite: BUS 150 or permission of instructor.

BUS 152 INTRODUCTION TO BUSINESS 5 (5-0-0)
An introduction to the various areas of business available for concentrated investigation. The business environment, ownership forms, organization, marketing, and the physical factors of the business are examined. Also, personnel, stocks, bonds, insurance, accounting, business statistics, budgets, forecasting, and the legal environment of business are surveyed.

BUS 153 TYPEWRITING 3 (1-4-0)
Development of basic typewriting skills and principles and their application with emphasis on speed and accuracy.

BUS 154 TYPEWRITING 3 (1-4-0)
A continuation of Business 153, with emphasis on outlines, letter styles, and typing from draft copy. Prerequisites: BUS 153 or permission of instructor.

BUS 155 TYPEWRITING 3 (1-4-0)
A continuation of Business 154 which builds on the basic competency in keyboarding and formatting of business forms with emphasis on speed and accuracy. Prerequisite: BUS 154 or permission of the instructor.

BUS 156 SHORTHAND 4 (3-2-0)
Mastery of the fundamentals of Gregg Shorthand theory and speed building. Prerequisite: Ability to type or permission of instructor.

BUS 157 SHORTHAND 4 (3-2-0)
A continuation of the study of Gregg Shorthand theory and development of dictation and transcription skills. Prerequisite: BUS 156 or permission of instructor.

BUS 158 SHORTHAND 4 (3-2-0)
Development and application of the principles of Gregg Shorthand theory, with emphasis on accuracy and speed. Prerequisite: BUS 157 or permission of instructor.

BUS 161 ACCOUNTING PRINCIPLES 4 (3-2-0)
The first quarter of accounting builds the basic foundation for further study. Topics included are the basic accounting structure, journals, ledgers, the completion of the cycle for a service and mercantile enterprise, receivables, payables, inventory methods, deferrals, accruals, practical problems and case studies.

BUS 162 ACCOUNTING PRINCIPLES 4 (3-2-0)
A continuation of BUS 161. Items covered are plant and intangible assets, internal control, payroll systems, concepts and principles, partnership, corporations, departments, branches, practical problems, and case studies. Prerequisite: BUS 161 or permission of instructor.

BUS 163 ACCOUNTING PRINCIPLES 4 (3-2-0)
A continuation of BUS 162. Topics are an introduction to cost accounting, budgetary control, income taxes, management concern for cost and revenue relationships, special analysis, special statements, practical problems and case studies. Prerequisite: BUS 162 or permission of the instructor.

BUS 200 ACCOUNTING ON MICROCOMPUTERS 4 (3-2-0)
A study of the application of General Ledger, Accounts Receivable, Accounts Payable, Payroll and Depreciation Systems on a microcomputer. No prior computer knowledge is required. Prerequisite: BUS 163 or permission of instructor.

BUS 201 TYPEWRITING 3 (1-4-0)
An expansion of the development of typewriting principles and skills and their application with emphasis on speed and accuracy. Prerequisite: One year of typewriting or permission of instructor.

BUS 202 TYPEWRITING 3 (1-4-0)
Business letter styles, legal papers, tabulation, business and accounting reports, manuscripts, and forms applicable to the business office are emphasized. Prerequisite: BUS 201 or permission of instructor.

BUS 203 TYPEWRITING 3 (1-4-0)
Development of sustained production of forms used in the business office. Prerequisite: BUS 202 or permission of instructor.

BUS 211 SHORTHAND AND TRANSCRIPTION 4 (3-2-0)
A review of Gregg Shorthand theory and the principles of English grammar with emphasis on the student's ability to take and transcribe correctly from familiar and unfamiliar dictation at varying rates of speed. Prerequisite: BUS 158 or permission of instructor.

BUS 212 SHORTHAND DICTATION AND TRANSCRIPTION..4 (3-2-0)
This course emphasizes speed, accuracy, vocabulary, and transcription abilities to enable the student to meet the requirements of the business office. Prerequisite: BUS 211 or permission of instructor.

BUS 213 SHORTHAND DICTATION AND TRANSCRIPTION..
4 (3-2-0)
A continuation of BUS 212. Prerequisite: BUS 212 or permission of instructor.

BUS 215 WORD PROCESSING 4 (3-2-0)
A course designed to develop proficiency in office work which requires the use of transcribing units. The concepts of word processing are taught, and experience on the electronic typewriter is received. Prerequisite: Ability to type 50 words per minute or permission of the instructor.

BUS 216 WORD PROCESSING 3 (1-4-0)
Instruction and hands-on experience on a dedicated word processor. Areas covered will be basic typing entries, editing, revising, formatting, merging, and document assembly. Prerequisite: BUS 155 or permission of instructor.

BUS 220 BUSINESS COMMUNICATIONS..... 3 3-0-0)
The study and the composition of business letters and other forms of communication. Prerequisite: Ability to type or permission of instructor.

BUS 223 PRINCIPLES OF SELLING..... 3 (3-0-0)
A study of the fundamentals of effective selling, qualifications and obligations of sales persons.

BUS 224 BUSINESS MANAGEMENT 5 (5-0-0)
Principles of business management including overview of major functions of management, such as planning, staffing, controlling, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.

BUS 225 PRINCIPLES OF MARKETING 5 (5-0-0)
A survey of the functions and problems involved with getting products moved from the producer to the consumer.

BUS 228 CONSUMER FINANCE 3 (3-0-0)
This course is oriented toward personal financing as opposed to financing the business entity. Topics include budgets, insurance, credit procedures, personal investments, housing, real estate, retirement planning, and estate planning.

BUS 229 BUSINESS FINANCE 3 (3-0-0)
Financing of business units, as individuals, partnerships, corporations, and trusts. Topics include short-term financing, long-term financing, financing federal, state, and local government and the factors affecting supply of funds, monetary and credit policies.

BUS 230 QUALITY CONTROL 4 (3-2-0)
Principles and techniques of quality control and cost saving. Organization and procedure for efficient quality control. Functions, responsibilities, structure, costs reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests of significance.

BUS 232 LABOR ECONOMICS AND LABOR RELATIONS.... (5-0-0)
Emphasis is placed on the history of the labor movement in the United States; the development of methods and strategies by labor organizations and by management; the shift in the means of public control; and the factors of income and economic security.

BUS 234 PERSONNEL MANAGEMENT 3 (3-0-0)
Principles of organization and management of personnel, procurement, placement, testing, performance checking, supervision, remuneration, labor relations, fringe benefits, and security.

BUS 235 PRODUCTION PLANNING..... 5 (5-0-0)
Day-to-day plant direction; forecasting, product planning and control, scheduling, dispatching, routine and inventory control. Case histories are discussed in the classroom, and courses of corrective action are developed. Actual layouts are utilized for planning and control.

BUS 238 BUSINESS INSURANCE..... 5 (5-0-0)
This course is an approach to the study of the principles of risk, risk management, and insuring techniques in the context of the managerial decision-making process. Topics include risk and the nature of insuring devices, life, health, retirement, property, and liability insuring devices; planning and integrating risk treatment programs, and insuring organizations and their functions.

BUS 241 INTERMEDIATE ACCOUNTING 4 (3-2-0)
A review and expansion of accounting principles which includes, among other aspects, the balance sheet, income statement, earnings statement, fundamental processes of recording, cash and temporary investments, and analysis of working capital. Prerequisite: BUS 163 or permission of instructor.

BUS 242 INTERMEDIATE ACCOUNTING 4 (3-2-0)
Additional study of intermediate accounting with emphasis on current liabilities, investments, plant and equipment, intangibles, and long-term liabilities. Prerequisite: BUS 241.

BUS 243 INTERMEDIATE ACCOUNTING 4 (3-2-0)
A continuation of BUS 242 which includes study of paid-in capital upon corporate formation and subsequent to corporate formation, all aspects of retained earnings and the retained earnings statement, statements from incomplete records, errors, and financial statement analysis. Prerequisite: BUS 242.

BUS 244 COST ACCOUNTING 4 (3-2-0)
A study of the nature and purposes of cost accounting for direct labor, materials, and overhead; job cost, standard cost and principles and procedures; selling and distribution cost, budgets, and executive use of cost figures. Prerequisite: BUS 163 or permission of instructor.

BUS 246 TAXES..... 4 (3-2-0)
A study of the application of federal and state taxes to various businesses and business conditions, income taxes, payroll taxes, intangible taxes, capital gain taxes, sales and use taxes, excise taxes, and inheritance taxes. Prerequisite: BUS 161 or permission of instructor.

BUS 248 AUDITING 4 (3-2-0)
A study of conducting audits and investigations, setting up accounts based on audits, collecting data on working papers, arranging and systematizing the audit, and writing the audit report. Emphasis on detailed audits, internal auditing, and internal control. Prerequisite: BUS 163 or permission of instructor.

BUS 1103 SMALL BUSINESS OPERATIONS..... 3 (3-0-0)
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

CHEMISTRY

CHM 161 GENERAL CHEMISTRY 4 (3-3-0)
A course designed to introduce a student to the fundamental concepts of chemistry. Topics of study include chemical symbols, formulas, atomic structure, periodic law, chemical bonding, the gaseous state, the kinetic molecular theory and chemical calculations.

CHM 162 GENERAL CHEMISTRY 4 (3-3-0)
A continuation of CHM 161. Emphasis to be placed on the liquid and solid states, solutions, electrolytes, colloids, oxidation-reduction reactions, and chemical equilibrium. Prerequisite: CHM 161.

CHM 163 GENERAL CHEMISTRY 4 (3-3-0)
A continuation of CHM 162. Emphasis to be placed on the study of thermodynamics, electrochemistry, solubility product principle, hydrolysis, with an introduction to nuclear chemistry, biochemistry, and organic chemistry. Laboratory will include semimicro qualitative analysis. Prerequisite: CHM 162.

CHM 164 PHYSIOLOGICAL CHEMISTRY..... 4 (3-3-0)
A course structured to provide an understanding of the scope, aims, and fundamentals of modern chemistry by presenting facts, theories, and principles of the science. The course will serve as the basic chemistry course for student nurses.

COOPERATIVE EDUCATION

COE COOPERATIVE EDUCATION INTERNSHIP 1, 2, 3, or 4..
(0-10, 20, 30, 40, 0)
Cooperative Education work experiences enable students to work in positions related to their programs of study and/or career interest and for employers selected and/or approved by the institution. Students are supervised periodically by faculty or staff members from the College. Credit hours are determined by dividing the average number of hours worked per week, during an eleven-week quarter, by 10, and rounding to the nearest whole number. Contact hours are determined by multiplying the number of hours worked per week by .5. A maximum of eight credit hours toward degree or diploma requirements may be earned. Prerequisite: One quarter as a full-time student at Mitchell Community College or permission of the Cooperative Education Program Coordinator.

COSMETOLOGY

COS 1001 SCIENTIFIC STUDY I 10 (5-0-15)
COS 1001A (Part-time) 4 (2-0-6)
COS 1001B (Part-time) 6 (3-0-9)

This course is for beginners in Cosmetology. It includes a study of hygiene and good grooming, visual poise, personality development, professional ethics, bacteriology, sterilization and sanitation, draping, shampooing and rinsing, scalp and hair care, cosmetology law, anatomy, chemistry, nails and disorders of the nail, manicuring, skin and disorders of the skin, scalp and hair.

COS 1011 MANNEQUIN PRACTICE 5 (0-0-17)
COS 1011A (Part-time) 3 (0-0-9)
COS 1011B (Part-time) 2 (0-0-8)

A study of finger waving, hair styling and hair shaping. The care and styling of wigs, permanent waving, hair coloring, chemical hair relaxing and chemical blowout, draping, shampooing and rinses, scalp, and hair care, and manicuring.

COS 1002 SCIENTIFIC STUDY II 5 (5-0-0)
COS 1002A (Part-time) 2 (2-0-0)
COS 1002B (Part-time) 3 (3-0-0)

This course is for advanced students in Cosmetology. It includes a study of hair shaping, finger waving, hairstyling, the care and styling of wigs, permanent waving, hair coloring, chemical hair relaxing and chemical blowout, and thermal hair straightening.

COS 1022 CLINICAL APPLICATIONS I 10 (0-0-32)
COS 1022A (Part-time) 5 (0-0-15)
COS 1022B (Part-time) 5 (0-0-17)

A study of live model performance. The purpose of this course is to develop skills and to understand techniques. Laboratory practice in the areas of professional ethics, sterilization and sanitation, draping, shampooing and rinsing, scalp and hair care, hair shaping, finger waving, hairstyling, the care and styling of wigs, permanent waving, and hair coloring.

COS 1003 SCIENTIFIC STUDY III 5 (5-0-0)
COS 1003A (Part-time) 2 (2-0-0)
COS 1003B (Part-time) 3 (3-0-0)

The course gives classroom study in thermal waving, curling, and blow-dry styling, theory of massage, facials, facial make-up, false eyelashes, and superfluous hair removal.

COS 1033 CLINICAL APPLICATIONS II 10 (0-0-32)
COS 1033A (Part-time) 5 (0-0-15)
COS 1033B (Part-time) 5 (0-0-17)

A continued study of laboratory practices, chemical hair relaxing and chemical blowout, thermal hair straightening, thermal waving, curling, blow-dry styling, manicuring chemistry, facials, and facial make-up.

COS 1004 SCIENTIFIC STUDY IV 5 (5-0-0)
COS 1004A (Part-time) 2 (2-0-0)

COS 1004B (Part-time) 3 (3-0-0)
The course gives classroom study in cells, skin, hair, scalp disorders, salon management, and cosmetology law.
COS 1044 CLINICAL APPLICATIONS III 10 (0-0-32)
COS 1044A (Part-time) 5 (0-0-15)
COS 1044B (Part-time) 5 (0-0-17)
A continued study of laboratory practice in permanent waving, hair styling, hair shaping, sanitation and sterilization.

CRIMINAL JUSTICE—PROTECTIVE SERVICE TECHNOLOGY

CJC 101 INTRODUCTION TO CRIMINAL JUSTICE 5 (5-0-0)
This course is designed to familiarize the student with a philosophy and history of law enforcement, its legal limitations in our society, the primary duties and responsibilities of the various agencies in the criminal justice field, the basic processes of justices, and evaluation of law enforcement's current position, and an orientation relative to the profession as a career.
CJC 102 CRIMINOLOGY 5 (5-0-0)
A general course designed to introduce the student to the causation of crime and delinquency. The historical and contemporary aspects of crime, law enforcement, punishment, and correctional administration will be discussed.
CJC 110 JUVENILE DELINQUENCY 5 (5-0-0)
General survey of juvenile delinquency as an individual and social problem, theories of delinquency, causation, and methods of correction and prevention. The course will present a general overview of the juvenile court.
CJC 112 CRIMINAL LAW 5 (5-0-0)
A course designed to present a basic concept of criminal laws and to provide a legal groundwork for those who seek to enter the Criminal Justice field.
CJC 125 CRIMINAL PROCEDURE 5 (5-0-0)
This course is designed to provide the student with a review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement.
CJC 202 TRAFFIC ENFORCEMENT 5 (5-0-0)
A study which covers the history of the traffic enforcement problems and gives an overview of the problem as it exists today. Attention will be given to the three E's (enforcement, evaluation, effectiveness) and legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units within the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness and the allocation of men and materials. Accident investigation is stressed.
CJC 203 CORRECTIONS 3 (3-0-0)
An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions, probation and aftercare for both the adult and juvenile. This course will provide a history and philosophy in the field of corrections.

CJC 204 PAROLES, PROBATION, AND PARDONS 3 (3-0-0)
Probation as a judicial process and parole as an executive function are examined as community-based correctional programs and the use of pardons is reviewed.

CJC 205 CRIMINAL EVIDENCE 5 (5-0-0)
Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

CJC 206 COMMUNITY RELATIONS 3 (3-0-0)
This course will provide the student with an understanding of community structures as they relate to minority groups, peer groups, socioeconomic groups, leader groups, and group relations. Emphasis will be placed on the organization and function of these groups as they relate to the profession of criminal justice-protective service.

CJC 207 CONFINEMENT FACILITIES ADMINISTRATION 3 (3-0-0)
This course is designed to familiarize the student with the supervision and administration of confinement facilities for both adult and juvenile, involving techniques of inmate supervision, security, medical care of inmates, food preparation, sanitation, and various legal aspects controlling detention facilities, correctional facilities and jails.

CJC 209 CORRECTION LAW 3 (3-0-0)
This course is designed to familiarize the student with the specific laws as they pertain to correction, care, custody and control.

CJC 210 CRIMINAL INVESTIGATION 5 (4-2-0)
This course introduces the student to fundamentals of investigation; crime scene search; recording, collection, and preservation of evidence; sources of information, interview and interrogation, case preparation, and court presentation.

CJC 211 CRIMINALISTICS I 5 (4-2-0)
A course designed to introduce the student to the forensic aspects of police science and the crime lab, its function and scope. The student is further introduced to lab equipment generally found in use in a police crime lab. In addition, the course studies physical and chemical properties of certain substances, chemical changes, weights and measurements, and organic analysis and inorganic analysis.

CJC 212 CRIMINALISTICS II 5 (4-2-0)
A continuation of the forensic aspects of police science. The subject matter concentrates on the procedures to be undertaken in the crime lab. Emphasis is placed on fulfilling all legal requirements regarding handling and evaluation of physical evidence. All students participate in a crime scene and the investigation of all evidence pertaining to the crime.

CJC 218 PATROL PROCEDURE 3 (3-0-0)
This course defines the purposes of patrols and describes the types of patrols. It explains the operation of police vehicles on patrol, answering calls—emergency and non-emergency and felony in progress. It provides the student the opportunity to develop powers of perception, and observation concerning persons, places, and things. Safe driving techniques and use of equipment are presented.

CJC 222 CRIMINAL JUSTICE ADMINISTRATION 3 (3-0-0)
This course will be an introduction to the principles of organization and administration. The major objective will be to provide the student with a background for understanding basic administration.

CJC 223 CORRECTION COUNSELING..... 4 (3-2-0)
This course is designed to provide the student with information pertaining to counseling techniques as they apply to the needs of a correctional officer or counselor. An exploration of the different avenues of rehabilitation will occur.

CJC 230 COUNSELING..... 3 (3-0-0)
This course is designed to present the basic elements of counseling. The basic elements will be applied to the different socioeconomic groups in our society.

CJC 234 COMMUNITY-BASED CORRECTION 3 (3-0-0)
Community resources that can be utilized in the correctional process are examined such as vocational rehabilitation, alcohol detoxification and other units, welfare services, child guidance and mental health clinics, employment services, private volunteer, professional assistance, legal aid, and other pertinent services. Adult as well as juvenile programs will be examined.

CJC 240 CONSTITUTIONAL LAW..... 3 (3-0-0)
An in-depth study of selected constitutional law. Emphasis will be placed in the following areas: due process clause of the 14th Amendment, equal protection clause of the 14th Amendment, 1st Amendment rights and rights of privacy.

CJC 241 ALCOHOL AND DRUG ADDICTION AND TREATMENT 5 (5-0-0)
A study of the socio-cultural, psychological, and physiological contributions to alcohol and drug addiction. An analysis of the theories of addiction; analysis, philosophies and modalities of treatment including family, individual, and group counseling, vocational rehabilitation, detoxification processes, etc. Analysis of self help treatment philosophies. Study of intervention concepts and strategies; contemporary treatment of addiction.

CJC 242 ALCOHOL AND DRUG ABUSE PREVENTION 3 (3-0-0)
An analysis of the various issues related to the prevention of alcohol and drug abuse as a community health problem. Critical evaluation of various methods and philosophies of prevention. Includes early and secondary prevention models including employee assistance programs. Barriers to prevention programs will be examined.

DRAFTING

DFT 101 TECHNICAL DRAFTING I..... 4 (2-0-6)
The field of drafting is introduced as the student studies the basic principles of the graphic language. Skills are developed in freehand lettering, geometric figure construction, orthographic and pictorial freehand, and instrument drawing of the principle views of objects as they are represented in the graphic language. Principles of size description are also introduced. Prerequisite: None.

DFT 102 TECHNICAL DRAFTING II 4 (2-0-6)
This course includes the application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, and the introduction to sections and conventions. Dimensioning practices for details and working drawings as approved by the American Standards Association are covered. Prerequisite: DFT 101.

DFT 103 TECHNICAL DRAFTING III 4 (2-0-6)
This course is a study of the various techniques employed to produce and render isometric and oblique drawings and isometric, dimetric, and trimetric projections. An introduction to screw threads and various fasteners is included. Prerequisite: DFT 102.

DFT 113 ELECTRONIC DRAFTING 4 (1-6-0)
The fundamentals of drafting are presented with an emphasis on applications in the electronics field. Basic skills and techniques are included such as the use of drafting instruments, types of drawings, construction of drawings both with instruments and freehand, lettering and dimensioning, and how to read prints. In addition to basic skills, specialized experience will be included which directly relates to the electronics industry, such as types of drawings common to electronics, special symbols used, schematic diagrams and layout diagrams with an emphasis on printed circuit work.

DFT 120 CAD DRAFTING I 2 (1-0-3)
An introduction to computer aided drafting (CAD). Basic keyboarding and computer functions as they pertain to CAD/CAM operations. Hands-on familiarization with MS-DOS functions will be employed by students, preparing them for commands needed in CAD/CAM courses. Prerequisites and/or Corequisites: DFT 101.

DFT 121 CAD DRAFTING II 4 (2-0-6)
A continuation of DFT 120. In this course, the student uses skills to produce more complex two dimensional drawings. The more advanced commands are introduced to increase productivity and enhance the appearance of the drawings. Three dimensional drawings are introduced. Prerequisite: DFT 120.

DFT 122 CAD DRAFTING III 4 (2-0-6)
In this course, more advanced practice in three dimensional drawings is implemented. Comparisons and practices on various CAD programs will also be implemented. Speed and accuracy on all CAD programs will be emphasized. Prerequisite: DFT 121.

DFT 123 CAD DRAFTING IV..... 4 (2-0-6)
In this course, students incorporate all previous CAD courses in designing, layout, detailing from layouts, making production drawings, and specifying materials. Prerequisite: DFT 122.

DFT 201 TECHNICAL DRAFTING IV 4 (2-0-6)
Mathematical, drafting board, and computer-aided-drafting solutions of problems involving the principles of machine elements. Study of motion linkages, velocities and acceleration of points within a link mechanism; layout methods for designing cams, belts, pulleys, gears and gear trains. Prerequisite: MAT 161, PHY 101, and DFT 103.

DFT 202 TECHNICAL DRAFTING V 4 (2-0-6)
Assignment of mechanical design projects requiring use of research; application of basic engineering principles; calculations; and use of various manuals, catalog, and periodicals. Preliminary design sketches, layout drawings, detail drawings, subassembly drawings, assembly drawings, specifications, patent drawings and simplified drawing practices will be required. Solutions will be by both drafting board and computer-aided-drafting procedures. Prerequisite: DFT 201.

DFT 203 TECHNICAL DRAFTING VI 4 (2-0-6)
Emphasis is placed on tool planning, design and drafting; commercial standards, principles and practices; selection of materials and standard parts; use of catalogs and manuals; and cost estimates. Projects are assigned requiring the design of Jigs, fixtures, and gauges by both drafting board and computer-aided-drafting procedures. Prerequisite: DFT 202.

DFT 204 DESCRIPTIVE GEOMETRY 4 (2-0-6)
This course consists of a graphic analysis of space problems involving points, lines planes, connectors and a combination of these. Practical design problems will be stressed with analytical verification where applicable. Visualization will be stressed on every problem. Prerequisites: DFT 102, MAT 162.

DFT 1110 BLUEPRINT READING: BUILDING TRADES 2 (1-0-3)
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.

DFT 1113 BLUEPRINT READING: ELECTRICAL 1 (0-0-3)
Interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course. Prerequisite: DFT 1110 or DFT 1104 or permission of instructor.

DFT 1116 BLUEPRINT READING: AIR CONDITIONING 1 (0-0-3)
A specialized course in drafting for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade; blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, and shop sketches. The student will make tracings of floor plans and lay out air conditioning systems. Prerequisite: DFT 1110 or permission of instructor.

DFT 1117 BLUEPRINT READING: WELDING 3 (3-0-0)
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.

DFT 1118 PATTERN DEVELOPMENT AND SKETCHING 2 (1-0-3)
Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates. Prerequisite: DFT 1117.

ECONOMICS

ECO 251 MACROECONOMICS 5 (5-0-0)
The economic analysis of the economy as a whole. It includes such areas of study as total employment, total production, the business cycle, the general price level, and measures used to stabilize the level of business activity.

ECO 252 MICROECONOMICS 5 (5-0-0)
The economic analysis of the problems of individuals, firms, and industries. It includes such areas as price determination, forces of supply and demand, competition, monopoly, and profit maximization. Prerequisite: ECO 251 or permission of the instructor.

ELECTRICITY

ELC 111 INTRODUCTION TO ELECTRICITY 4 (3-2-0)
Principles of electricity are covered along with electrical equipment commonly used in industrial situations. Study includes resistance networks, AC/DC meters, and AC/DC applications circuits.

ELC 112 ELECTRICAL FUNDAMENTALS I 6 (4-4-0)
A qualitative study of units of measurement, electrical quantities, simple circuits, electromotive forces, current power, laws, basic electrical instruments and measurements, resistance, impedance and basic circuit components. Concepts taught are generally limited to fundamentals with very little emphasis placed on quantitative aspects. Laboratory work will teach the proper use and care of basic hand tools and the basic manual skills used in working with electricity. Measurement techniques and safety practices will be stressed throughout.

ELC 113 ELECTRICAL FUNDAMENTALS II 6 (4-4-0)
A continuation of ELC 112. Introduction to magnetism, alternating current theory, sine wave analysis, inductance, capacitance, reactance, phase relationships, power and transformers. Prerequisite: ELC 112.

ELC 222 SOLID STATE CONTROLS 4 (3-3-0)
Introduction to static switching circuits and controls. Boolean algebra, static switching applications involving logic components, and design of control circuits. Dynamic controls involving solid state devices such as the transistor, integrated circuit, and digital readout. Minicomputers and their relationship to the control of machines and manufacturing processes will be studied.

ELC 1103 AC & DC MACHINES 6 (4-4-0)
Provide fundamental concepts in single and polyphase alternating current, direct current, circuits, voltages, power measurements, transformers and motors. Instructions in the use of electric test instruments in circuit analysis. Prerequisite: ELC 1101 & 1102 or permission of instructor.

ELC 1104 AC & DC MACHINE CONTROLS 6 (4-4-0)
An introduction to the types of controls used in AC & DC Machines such as timers, relays, limit switches, push buttons, magnetic starters, sequencing switching, and the use of test instruments. Prerequisite: ELC 1101 & 1102 or permission of instructor

ELC 1115 ELECTRICAL MATHEMATICS 5 (5-0-0)
An introductory algebra course with vectors needed in alternating current. Algebraic operations of addition, subtraction, multiplication, and division; use of letters and signs, grouping, factoring, exponents, ratios, algebraic and graphic solutions of equations, introduction to graphs, right triangles and vectors.

ELC 1124 RESIDENTIAL WIRING 8 (6-0-6)
Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.

ELC 1125 COMMERCIAL AND INDUSTRIAL WIRING 8 (6-0-6)
Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems. Prerequisite: ELC 1124 or permission of instructor.

ELECTRONIC DATA PROCESSING

EDP 103 UTILITIES 3 (3-0-0)
An introduction to computer operational software. The student will be familiarized with the basic components and procedures of using an interactive system. Editor use and file copy will be given major emphasis. Prerequisite: EDP 151, or permission of the instructor.

EDP 107 RPG I 5 (4-2-0)
An introduction to RPG II programming. The student will obtain experience in the use of the RPG II computer language for coding business computer applications. Prerequisite: EDP 151, or permission of the instructor.

EDP 108 ADVANCED RPG II 5 (4-2-0)
A continuation of EDP 107 which includes an intensive study in coding and programming of the RPG computer language. Prerequisite: EDP 107 or permission of instructor.

EDP 130 IBM PC DOS 1 (1-0-0)
This course is an introduction to the IBM PC and its operation. The student will prepare disks for use, copy files, and perform everyday operations with the most frequently used functions of the personal computer.

EDP 131 KEYBOARDING ON THE IBM PC 1 (1-0-0)
This course is a basic introduction to the alpha-numeric keyboard and a 10-key numeric pad, with emphasis on the touch system for the numeric keypad. Special keys which are unique to the IBM PC will also be discussed.

EDP 151 INTRODUCTION TO DATA PROCESSING 5 (5-0-0)
An introductory course designed to acquaint students with the overall field of data processing. It includes a historical review of data processing, basic terminology, fundamental concepts of data processing, job opportunities and requirements in the D.P. field. The laboratory exercises are devoted to familiarizing students with the basic data processing equipment. This course is designed for students majoring in areas other than data processing as well as data processing majors.

EDP 155 BASIC LANGUAGE PROGRAMMING 3 (2-2-0)
An introduction to digital computing techniques through the study of the BASIC language. Students learn the techniques of problem solving and program development. Concepts of microcomputer hardware and computer applications areas are introduced. Topics covered include: algorithms, flowcharting, commands, statements, built-in functions, arrays, and strings.

EDP 158 INTRODUCTION TO THE IBM PC WITH BASIC PROGRAMMING 4 (3-2-0)
This course familiarizes students with the IBM PC system hardware and its operation, and introduces them to the Personal Computers Disk Operating System (PC DOS). Basic programming will be studied for a fundamental understanding and appreciation of the terminology. Students will enter and run from the keyboard limited programs of their own design as well as programs given to them. Prerequisite: BUS 153 or permission of instructor.

EDP 160 ADVANCED BASIC 3 (2-2-0)
A continuation of the basic language concepts learned in EDP 155 or EDP 158, using advanced concepts through color and file processing. Additional techniques will be stressed. Prerequisite: EDP 155, EDP 158, or permission of instructor.

EDP 161 WORDPROCESSING ON THE PERSONAL COMPUTER 3 (3-0-0)
This course is a hands-on course for students who are using word processing on the personal computer for the first time. Hands-on operational concepts of using a word processing package will be introduced (document creation, changes, deletion, saving and printing). Prerequisite: Typing ability of 30 words per minute or permission of the instructor.

EDP 162 SPREADSHEET PROCESSING ON THE PERSONAL COMPUTER 3 (3-0-0)
This course is a hands-on course for students who are using spreadsheets on the personal computer for the first time. Hands-on operational concepts of using a spreadsheet package will be introduced. The student will also cover changes to a spreadsheet, saving, deletion and printing of the spreadsheet. Graphics creation and printing will also be covered. Prerequisite: Typing ability of 30 words per minute or permission of the instructor.

EDP 163 DATABASE PROCESSING ON THE PERSONAL COMPUTER 3 (3-0-0)
This course is a hands-on course for students who are using a database on the personal computer for the first time. Hands-on operational concepts of using a database package will be introduced. The creation of a database, making additions to a database, deletion, saving and report creation will be covered. Prerequisite: Typing ability of 30 words per minute or permission of the instructor.

EDP 203 SYSTEMS ANALYSIS & DESIGN 3 (3-0-0)
A course in business systems analysis and design covering its scope, methods, and type of investigation, feasibility study, justifications for design of input, design of output, and storage of files. Prerequisites: EDP 107 or EDP 207 or permission of instructor.

EDP 207 COBOL 5 (4-2-0)
This course is intended to introduce the student to programming computers for commercial and business applications using the COBOL language. The student will obtain experience in solving practical problems using this language. Prerequisites: EDP 151 and EDP 103 or permission of instructor.

EDP 208 ADVANCED COBOL 5 (4-2-0)
A continuation of EDP 207 which includes an intensive study in coding and programming complex business applications using the COBOL language. Prerequisites: EDP 207 or permission of instructor.

EDP 210 FINAL PROJECT 5 (2-6-0)
The student will select and design a computerized system and its resulting computer program utilizing the RPG or COBOL languages. Prerequisites: EDP 108, EDP 203, EDP 208 or permission of instructor.

ELECTRONICS

ELN 121 ELECTRONICS I 5 (3-4-0)
A study of semiconductor fundamentals to include theory of operation and electrical characteristics of numerous semiconductor devices. Specific devices will include semiconductor signal and power diodes, zener diodes, tunnel diodes, varactor diodes, bipolar transistors, field effect transistors, thyristors, integrated circuits and optoelectronic devices. Prerequisite: ELC 112.

ELN 122 ELECTRONICS II 7 (4-6-0)
A continuation of Electronics I with special emphasis on the construction of amplifier circuits, circuit configurations, electrical characteristics and amplifier design procedure. Specific types of circuits will include: basic amplifiers, operational amplifiers, power supplies, oscillators, pulse circuits and modulation systems. Prerequisite: ELN 121.

ELN 123 ELECTRONICS III 6 (4-4-0)
A continuation of Electronics II centering around the operational amplifier and its many uses. Circuits to be studied include intergrators, differentiators, precision rectifiers, and Schmidt Triggers. Prerequisite: ELN 122 or permission of instructor.

ELN 202 ELECTRONIC COMMUNICATIONS SYSTEMS.... 7 (5-4-0)
A study of electronic communications systems to include: AM SSB, and FM transmitters and receivers. Specific areas of study will include: amplitude modulation techniques, frequency modulation, antennas, communications test equipment, and broadcast station requirements. Prerequisite: ELN 122.

ELN 203 MICROPROCESSORS..... 7 (4-6-0)
A study of microprocessors and microcomputers. Topics covered include: microcomputer basics, number systems and codes, computer arithmetic, introduction to programming, operation of microprocessors, and interfacing techniques. Prerequisite: ELN 219.

ELN 208 INDUSTRIAL ELECTRONICS 6 (5-2-0)
A study of industrial electrical control systems to include starting, stopping, reversing, and speed control for electrical motors. Industrial electronic switching components to include SCR's, UJT's, diacs, relays, and gate controlled circuitry will be covered. Also, transducers to include photocells, temperature sensing devices, pressure gauges, etc. Open and closed loop systems will be considered as well as numerical control. Prerequisite: ELN 122.

ELN 219 DIGITAL FUNDAMENTALS 5 (3-4-0)
Emphasizes the study of combinational and sequential logic circuits using discrete and integrated components. Topics include: binary arithmetic, numbering systems, Boolean algebra, storing, timing, gating, and counting. Typical applications in industry will be presented. Prerequisite: ELN 122.

ELN 220 ELECTRONIC SYSTEMS 6 (4-4-0)
The course consists of a functional block diagram analysis of a number of digital computer systems. Emphasis is placed on the mini-micro computer variety currently being used in industry. The lab will provide practice in manipulating the hardware and software associated with such computers. Prerequisite: ELN 203.

ELN 229 DIGITAL CIRCUITS 6 (4-4-0)
A continuing study of complete logic circuits with an introduction to the principles on which microprocessors are based. The course will emphasize counters, registers, memory, tri-state logic, and bus structures (serial and parallel architecture.) Prerequisites: ELN 219 or permission of instructor.

ELN 246 ELECTRONICS DESIGN PROJECT 3 (1-4-0)
A laboratory class emphasizing independent research and design work by the student. The student will select a project in consultation with the instructor; perform the required research; compile data, formulate a theoretical model; and construct, test, and evaluate a working model of the selected project. Prerequisite: ELN 203.

ELN 1108 SWITCHING AND DIGITAL CONTROL..... 6 (4-4-0)
This course will include an introduction to the use of semiconductor switching as a basic decision-making tool in the control of industrial machinery. Methods for combining simple switches to perform complex logical control functions will be explored.

ELN 1110 PROGRAMMABLE CONTROLS 6 (4-4-0)
This course will explore the rapidly developing technology of microprocessor-based programmable controllers and their use in automated industrial settings. Design and development of programs to perform specific control functions will be studied as well as special techniques for troubleshooting in systems under programmable control.

ELN 1119 INDUSTRIAL ELECTRONICS 5 (3-4-0)
Basic industrial electronic systems such as motor controls, magnetic amplifier controls, welding control systems using thyratron tubes and other basic types of systems commonly found in most industries. Prerequisite: ELN 1118 or permission of instructor.

ENGINEERING

EGR 1101 BASIC COMPUTERS FOR AUTOMOTIVE SERVICING 2 (1-0-3)
A study and hands-on familiarization of computers needed by the auto servicing community. Keyboarding and MS-DOS will be incorporated as it pertains to computer controlled test equipment and digital code readers. Shop inventory and reports will be kept on computer by students.

ENGLISH

ENG 098 DEVELOPMENTAL ENGLISH 4 (3-2-0)
Designed for students who need a review of basic grammar skills before entering English 099. Institutional credit only.

ENG 099 COMPOSITIONAL SKILLS 4 (3-2-0)
The course is designed to provide students with the essential techniques for writing in the traditional rhetorical modes required in college level English courses. It emphasizes paragraph and essay structures, strategies for developmental support, grammar, vocabulary, spelling, and sentence structure. Institution credit only.

ENG 101 GRAMMAR I 3 (1-4-0)
A functional course designed to prepare technical students for day-to-day work experiences. Emphasis on grammar, vocabulary, and spelling.

ENG 102 COMPOSITION 3 (3-0-0)
This course is designed to serve as a transition between ENG 101 and ENG 103. It deals with paragraph and essay development, and reinforces skills—spelling, vocabulary, and grammar. It serves briefly to introduce the rudiments of report writing. Prerequisite: ENG 101

ENG 103 TECHNICAL WRITING 3 (3-0-0)
A continuation of functional English with an emphasis on the formats of various types of written reports, graphics, and the techniques of planning and organizing the long formal report. Prerequisite: ENG 102.

ENG 151 COMPOSITION I 3 (1-4-0)
A course in expository writing designed to develop purpose and organization. Emphasis on topic sentence, paragraph patterns, outline, expository essay and research paper. Study of library skills. Study of models. Review of grammar and spelling.

ENG 152 COMPOSITION II 3 (3-0-0)
Continuation of ENG 151. Essay patterns. Short literary papers. Study of short and long fiction. Prerequisite: ENG 151.

ENG 153 COMPOSITION III 3 (3-0-0)
Continuation of ENG 152. Literary essays using primary sources. Study of poetry and drama. Prerequisite: ENG 151.

ENG 250 ORAL COMMUNICATION 3 (3-0-0)
English 250 allows students an opportunity to gain confidence and improve their oral communication skills by participating in a variety of public speaking situations. Topics include non-verbal communication, active listening, audience analysis, and effective visual aids. Particular attention will be given to speeches that inform and persuade.

ENG 262 BRITISH LITERATURE I 5 (5-0-0)
English 262 introduces and surveys British literature written before 1800, and provides backgrounds in the culture and society of the Middle Ages, Renaissance, and the Age of Reason. Prerequisite: ENG 151, 152, and 153.

ENG 263 MASTERPIECES OF WORLD LITERATURE I ..... (5-0-0)
English 263 introduces and surveys the origins of literature in Greek, Hebrew, Eastern, and Latin cultures, with comparative focus on mythical and religious textuality. Selections will be read in English translation. Prerequisite: ENG 151, 152, and 153.

ENG 264 MASTERPIECES OF WORLD LITERATURE II..... (5-0-0)
English 264 introduces and surveys Medieval, Renaissance, and Modern European literature, with emphasis on the impact of social, religious, scientific, and philosophical change. Selections in translation. Prerequisite: ENG 151, 152, and 153.

ENG 266 MASTERPIECES OF MODERN FICTION 5 (5-0-0)
English 266 introduces and surveys the development of the short novel from the late nineteenth century to the present. Prerequisite: ENG 151, 152, and 153.

ENG 265 ENGLISH LITERATURE 5 (5-0-0)
A survey of selected 19th and 20th century British authors with collateral readings from each period studied. Prerequisite: ENG 153.

ENG 271 AMERICAN LITERATURE I 3 (3-0-0)
A critical and historical survey of American literature from the Colonial period through the early Romantics. Prerequisite: ENG 153.

ENG 272 AMERICAN LITERATURE II 3 (3-0-0)
A continuation of the survey of American literature from the Romantics through the Realists. Prerequisite: ENG 153.

ENG 273 AMERICAN LITERATURE III..... 3 (3-0-0)
A continuation of the survey of American literature from the rise of Naturalism to the present time. Prerequisite: ENG 153.

ENG 274 CREATIVE WRITING..... 5 (5-0-0)
English 274 introduces students to the fundamentals of writing poetry and fiction, assuming little or no previous creative writing experience: but demanding and underscoring the same grammatical, organizational, and critical profiencies taught in *prerequisites ENG 151, 152, and 153.*

ENG 1102 COMMUNICATION SKILLS 3 (3-0-0)
Designed to promote effective communication through correct language usage in speaking and writing.

FRENCH

FRE 151 ELEMENTARY FRENCH I 5 (5-0-0)
A beginning course for students who have never studied French. Much oral work, drill in grammatical principles, written composition, conversation, dictation, and pronunciation are stressed. French 151 and 152 are equivalent to two years of high school French. Senior colleges which require two years of a foreign language for admission normally accept these two courses for entrance credit or for six semester hours elective credit.

FRE 152 ELEMENTARY FRENCH II 5 (5-0-0)
A continuation of FRE 151. Prerequisite: One year of high school French or FRE 151.

FRE 251 INTERMEDIATE FRENCH I 5 (5-0-0)
A review of grammatical and linguistics principles covered through the 152-level course and a study of more advanced grammar and composition and of cultural and literary reading selections.

FRE 252 INTERMEDIATE FRENCH II 5 (5-0-0)
A continuation of FRE 251, with an emphasis placed on analyzing and translating literary genres of several important writers of the French-speaking world.

GEOGRAPHY

GEO 261 PHYSICAL GEOGRAPHY 5 (5-0-0)
The earth's astronomical relations, factors of weather and climate, and physical features.

GEO 262 WORLD REGIONS AND ECONOMIC GEOGRAPHY.. 5 (5-0-0)
Relations of human activities to the larger geographic regions of the world. Geographic factors involved in production, distribution, consumption, and conservation of the major crops, minerals and industries of the world.

HEALTH EDUCATION

HEA 251 FIRST AID AND SAFETY 3 (3-0-0)
Principles and practices of basic first responder emergency care with certification in standard first aid and CPR.

HEA 252 PERSONAL HEALTH 3 (3-0-0)
The basic biologic and social concepts dealing with individual hygiene, disease, nutrition, mental health, heredity, and family hygiene.

HEA 253 COMMUNITY HEALTH 3 (3-0-0)
The basic principles and problems of contemporary community health and school hygiene are investigated. Topics include health education, recognition, evaluation and prevention of today's health problems, and trends in health.

HISTORY

HIS 151 HISTORY OF WESTERN CIVILIZATION I 5 (5-0-0)
An eclectic approach to the history of Western Civilization from prehistoric times through the civilization of Egypt, Mesopotamia, Greece, Rome, and Medieval Europe to about 1650. The course is designed to prepare students for life in the world community by providing them a knowledge of those events of the past which have shaped the present and will influence the future.

HIS 152 HISTORY OF WESTERN CIVILIZATION II 5 (5-0-0)
A continuation of History of Western Civilization (151) covering the period from 1650 to the present. The course is designed to afford the student an opportunity to examine the major historical forces which have shaped the political, intellectual, material, and cultural setting of the present.

HIS 161 NORTH CAROLINA HISTORY 5 (5-0-0)
A survey of the history of North Carolina from the Colonial Era to the present with emphasis on development since the Civil War.

HIS 251 U.S. HISTORY I 5 (5-0-0)
The backgrounds of history, settlement, constitutional development, and union, along with manifest destiny and developing sectionalism. The course covers the period through 1865.

HIS 252 U.S. HISTORY II 5 (5-0-0)
Course covers Reconstruction, the progressive movement, World War I, and American history to the present. Students will become more aware of their nation as a part of the world community through this course.

HIS 261 NINETEENTH CENTURY EUROPE 3 (3-0-0)
An in-depth survey of European history from 1815 to 1914. A cause and effect approach is used to trace the growth of nationalism and liberalism, the development of socialism, and the imperalism which brought turbulence throughout much of the century and eventually triggered World War I.

HIS 271 TWENTIETH CENTURY EUROPEAN HISTORY 3 (3-0-0)
A consideration of the history of twentieth century Europe, beginning with the background of World War I, the political innovations between wars, World War II and its aftermath, and the significant political, social and cultural events which shaped the present. In addition to a factual examination, students will relate historical events with their own situation.

HIS 272 CIVIL WAR AND RECONSTRUCTION 3 (3-0-0)
A study of the American people during the crisis of the war and post-war periods with emphasis on the causes of the war, the national and international impact, and the political, economic and social aspects of the Reconstruction.

HIS 273 TWENTIETH CENTURY U. S. HISTORY 3 (3-0-0)
A history of the United States from 1932 to the present. Special emphasis is given to the changing political, economic and intellectual aspects of American democracy from the New Deal to the present.

INSTRUCTIONAL SUPPORT SERVICES

LLB 100C .....(Varied Hours; No Credit)
Special support for students who need individualized attention and increased concentration to support academic class work in General Education. Open to all students enrolled in the General Education curriculum, the lab operates on a multi-entry, multi-exit basis. A teacher referral for required attendance is necessary for student enrollment. Student tutors will be utilized, where applicable, to enhance instructional support.

LLB 100T .....(Varied Hours: No Credit)
Special support for students who need individualized attention and increased concentration to support academic class work in technical education. Open to all students enrolled in a technical curriculum, the lab operates on a multi-entry, multi-exit basis. A teacher referral for required attendance is necessary for student enrollment. Student tutors will be utilized, where applicable, to enhance instructional support.

LLB 100V ..... (Varied Hours: No Credit)
Special support for students who need individualized attention and increased concentration to support academic class work in vocational education. Open to all students enrolled in a vocational curriculum, the lab operates on a multi-entry, multi-exit basis. A teacher referral for required attendance is necessary for student enrollment. Student tutors will be utilized, where applicable, to enhance instructional support.

MATHEMATICS

MAT 096 DEVELOPMENTAL MATHEMATICS 4 (3-2-0)
Designed for students who need a review of the basics before taking MAT 151. Topics include expressing numbers, whole numbers, number theory, fractions, decimals, ratio and proportion, and percentages. Institutional credit only.

MAT 151 FUNDAMENTALS OF MATHEMATICS 5 (5-0-0)
This course is designed for students who need a review of basic mathematical skills before taking related courses in mathematics or other disciplines. Topics include a study of the real number system with operations on the real number, linear equations and inequalities with applications, quadratic equations with applications, positive and negative exponents, roots and radicals, polynomials, factoring and rational expressions.

MAT 161 COLLEGE ALGEBRA 5 (5-0-0)
A modern approach to college algebra with emphasis on the logical structure of this discipline. Topics include numbers, sets, functions, graphs, equations, inequalities, matrices and determinants, the binomial theorem, and theory of equations.

MAT 162 TRIGONOMETRY 5 (5-0-0)
A study of trigonometry and its applications. Topics include a study of right and oblique triangle relationships, graphs of trigonometric functions, trigonometric identities and equations, inverse trigonometric functions, exponential and logarithmic functions, circular functions and

complex numbers in trigonometric form. Calculator usage is emphasized throughout.

MAT 171 INTRODUCTORY STATISTICS 5 (5-0-0)
The course will include distributions, computation of averages and measures of dispersion, probability distributions, elements of sampling, correlation, prediction, tests of hypothesis. Offered on demand. Prerequisite: MAT 161 or permission of instructor.

MAT 191 CONCEPTS AND TECHNIQUES OF CALCULUS..... 5 (5-0-0)
A brief treatment of basic concepts of differential and integral calculus with applications to business, economics and the social and life sciences; polynomial, exponential and logarithmic functions. Prerequisite: MAT 161 or permission of instructor.

MAT 251 CALCULUS I 5 (5-0-0)
This beginning course in calculus offers a review of analytical geometry and is a study of the derivative, its inverse, theorems, and applications. Special attention is placed on the ideas of limits and continuity. This course is designed for mathematics, science, or engineering majors. Prerequisite: MAT 161 or three years of high school mathematics.

MAT 252 CALCULUS II 5 (5-0-0)
A continuation of MAT 251. Includes integration and its applications, conic sections, limits and continuity. Prerequisite: MAT 251.

MAT 253 CALCULUS III 5 (5-0-0)
A continuation of MAT 252. The course includes exponential and logarithmic integration and differentiation, parametric equations, polar coordinates, methods of integration and further applications of the integral. Prerequisite: MAT 252.

MAT 1101 TRADE MATHEMATICS I 3 (3-0-0)
Practical number theory is the basis for this course. Analysis of basic operations; addition, subtraction, multiplication, and division are included. Other topics studied are fractions, decimals, and percentages. Some work with solid and plane geometric futures is undertaken as well; specifically, determinations of volume and surface areas. Extensive practice is required. The student is exposed to basic algebra.

MAT 1102 TRADE MATHEMATICS II 3 (3-0-0)
A presentation of basic concepts and operations of algebra; algebraic operations; addition, subtraction, multiplication, division; and order of operations; fractions, letter representation, grouping, ratio and proportion, graphical and algebraic solution of first degree equations; and exponents. Prerequisite: MAT 1101 or permission of instructor.

MAT 1103 TRADE MATHEMATICS III 3 (3-0-0)
A course which includes practical applications of trigonometry. Major topics studied are determination of area, volume, and perimeter for regular figures, application of formulas to calculate the radius of an inscribed and circumscribed circle, conversion between different units of area and volume, use of the calculator, solving triangles by trigonometric relationships, and graphing of trigonometric functions. Prerequisite MAT 1102 or permission of instructor.

MAT 1104 BASIC MATHEMATICS 3 (3-0-0)
A study of basic concepts of mathematics including addition, subtraction, multiplication, and division of numbers. Fractions, decimals, and percentages also will be studied.

MACHINIST

MEC 101 MACHINE PROCESSES I 3 (2-0-3)
This is an introductory course designed to acquaint the student with basic hand tools, safety procedures, and machine processes in our modern industry. The course includes a study of measuring instruments, characteristics of metals, and cutting tools. The student will become familiar with the lathe family of the machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming. Prerequisite: None.

MEC 102 MACHINE PROCESSES II 3 (2-0-3)
This course covers advanced operations on lathe, drilling, boring and reaming machines. The types of milling machines, cutter, jog, fixture devices, the accessories used in a modern industrial plant, and safety in the shop are also studied. Prerequisite: MEC 101.

MEC 112 NUMERICAL CONTROL THEORY 3 (2-2-0)
An introduction to numerical control. Demonstrations by the instructor of the various pieces of numerical control machinery and peripheral equipment in the machine shop, pointing out various controls and operating procedures including safety instructions. Students will program, set up, and operate the various shop numerical control equipment while working on projects. Prerequisite: MEC 101, MAT 162.

MEC 113 NUMERICAL CONTROL PRACTICE 4 (2-4-0)
An advanced course in numerical controls. Students will program, set up, and operate the various pieces of numerical controls equipment in the machine shop while working on projects. Prerequisite: MEC 112.

MEC 114 HYDRAULIC AND PNEUMATIC FUNDAMENTALS 4 (3-0-3)
The basic theories of hydraulic and pneumatic systems. Combinations of systems in various circuits. Basic designs and functions of circuits and motors, controls, plumbing, filtration, pumps, valves, accumulators and reservoirs. Laboratory work to include field trips to local industries. Prerequisite: PHY 102.

MEC 123 COMPUTER AIDED MANUFACTURING 4 (2-0-6)
An introduction to the computer in the manufacture of computer numerically controlled (CNC) parts. Through the computer, the student will generate an image and tool path that will create a finished machine part by whatever machine operation called for in the tool path. Prerequisite: DFT 120, DFT 121, DFT 122.

MEC 211 PHYSICAL METALLURGY 3 (2-0-3)
An introductory course in the uses of metals, alloys and plastics, together with the basic necessary theory for proper materials application. Basic metallurgical theory will be briefly presented. Basic plastics will also be covered. The available common steels and non-ferrous alloys

will be discussed. Laboratory work will include physical testing of metal specimens, reading of test results, and field trips to related local industries. Prerequisite: None.

MEC 1110 MACHINE PROCESSES I 3 (2-0-3)
An introduction to basic machine operations in relation to manufacturing processes and drafting. Deals primarily with the identification, care and use of basic hand tools and precision—measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice. Safety in the shop is stressed.

MEC 1111 MACHINE PROCESSES II..... 3 (2-0-3)
Advanced operations in layout tools and procedures, lathe, power saw, drill press, surface grinder, milling machine shaper. The student will complete selected projects encompassing all the operations, tools, and procedures thus far used and those to be stressed throughout the course. Prerequisite: MEC 1110 or permission of instructor.

MEC 1120 DUCT CONSTRUCTION AND MAINTENANCE..... 2 (1-0-3)
Study of various duct materials including sheet steel, aluminum, and fiber glass. Safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on-the-site repairs including ducts made of fiber glass. A study is made of duct fittings, dampers and regulators, diffusers, heater and air washers, fans, insulation and ventilating hoods. Prerequisite: DFT 1110, AHR 1123.

MEC 1133 MECHANICAL MAINTENANCE 4 (2-0-6)
To acquaint the student with the basic fundamentals of installation, maintenance and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic, and lubrication devices are installed and maintained. Methods of rigging and machine installation, including location, leveling and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness, and correct center line distances are stressed for pre-start inspection. Prerequisite: MEC 1101, DFT 1104, DFT 1113.

MEC 1140 HYDRAULICS—FUNDAMENTALS 3 (3-0-0)
This course is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic symbols, pumps, control valves, control assemblies, actuators, and basic maintenance procedures.

MUSIC

MUS 160 CHOIR I 1 (0-4-0)
The choir provides extensive training in choral technique, part singing, and interpretation. At various times during the year concerts and other programs are presented in the Statesville area: at Mitchell, in churches, and in high schools, according to ability and progress of the group, as determined by the director. Each prospective member must be auditioned and approved by the director.

MUS 161 CHOIR II 1 (0-4-0)
A continuation of MUS 160.
MUS 162 CHOIR III 1 (0-4-0)
MUS 260 CHOIR IV 1 (0-4-0)
Same as MUS 160.
MUS 261 CHOIR V 1 (0-4-0)
A continuation of MUS 260.
MUS 262 CHOIR VI 1 (0-4-0)
A continuation of MUS 261.
MUS 285 MUSIC APPRECIATION I 3 (3-0-0)
Stressed is the listening of music, including its elements, styles, and a brief survey of music history of the Middle Ages, Renaissance, and early Baroque. Open to all students.
MUS 286 MUSIC APPRECIATION II 3 (3-0-0)
A continuation of MUS 285 with the addition of a brief historical survey of the Late Baroque, Classical, and Early Romantic eras.
MUS 287 MUSIC APPRECIATION III 3 (3-0-0)
A continuation of MUS 286 with the addition of a brief historical survey of the Late Romantic, Post-Romantic, and Twentieth Century eras.

NURSING

NUR 101 FUNDAMENTALS OF NURSING 8 (5-2-6)
This course acquaints the student with basic nursing theory and skills with an overall emphasis in meeting adult patient basic needs. The student is introduced to each of the major concepts in the philosophy and conceptual framework of the program. The nursing process and man's basic needs according to Maslow are the primary concepts. Communication skills, the health-illness continuum, man's basic needs, teaching-learning, legal ethical accountability, psycho-social needs, and pharmacology are introduced as threads throughout the curriculum. The roles of the Associate Degree nurse in meeting patient needs are also introduced. Provisions are made for the application of nursing theory and skills in an on-campus laboratory and in the hospital setting. The student is expected to develop a beginning confidence in the performance of skills and patient care utilizing appropriate techniques. Prerequisites: None
NUR 111 MEDICAL/SURGICAL NURSING I 12 (7-2-12)
This course emphasizes the use of communication skills and the nursing process in helping patients meet their basic needs and cope with the stresses of hospitalization, surgery, dermatological, immunological, musculoskeletal problems. Clinical experience is integrated with theory to give students the opportunity to achieve increased skills in the performance of selected nursing procedures. The use of the nursing process is stressed in the clinical area. Clinical activities are designed to reinforce classroom learning. Prerequisites: PSY 151, BIO 251, NUR 101.
NUR 112 MEDICAL/SURGICAL NURSING II 10 (6-0-12)
This course emphasizes the use of communication skills and the nursing process in helping patients meet their basic needs and cope with the stresses of oncologic nursing and gastrointestinal disorders, respiratory, endocrine and reproductive disorders throughout the life span with a

concentration on disorders of the adult. Clinical experience is integrated with theory to give students the opportunity to achieve increased skills in the performance of selected nusing procedures. The use of the nursing process is stressed in the clinical area. Clinical activities are designed to reinforce classroom learning. Prerequisites: NUR 111, BIO 252.

NUR 113 MEDICAL/SURGICAL NURSING III 10 (6-2-9)
Nursing 113 focuses on the pathophysiology, prognosis, treatment and application of the nursing process to the critical care aspects of the following systems: cardiovascular, respiratory, urinary, gastrointestinal, sensory, and neurological. The unit also includes pathophysiology, prognosis, treatment and application of the nursing process for the patient with metabolic problems, the burn and the trauma patient. Basic concepts of emergency nursing will be included. Clinical experience is integrated with theory to give students the opportunity to achieve increased skills in the performance of selected nursing procedures. A rotation on the telemetry unit and in ICU, CCU, and Neurological ICU is included in the clinical experience. Students will also have a rotation on the medication cart. Observational experiences in a cardiac cath. lab, renal dialysis unit, and burn unit will be scheduled. (Prerequisites: NUR 112, BIO 255, BIO 253)

NUR 212 PEDIATRIC NURSING..... 10 (6-0-12)
Nursing 212 is an indepth study of the care of children from infancy through adolescence, in illness and health. During the course emphasis will be placed on normal growth and development, nurse-patient-parent relationships, short and long-term illnesses from infancy through adolescence, and on the preventative, curative, and rehabilitative aspects of nursing of children. (Prerequisites: NUR 112, BIO 253, BIO 255, PSY 262)

NUR 213 OBSTETRICAL NURSING 10 (6-0-12)
NUR 213 is an indepth study of the care of the childbearing family from conception through the neonatal period. During the course emphasis will be on both the normal physiologic process of childbirth as well as deviations from the normal. Included will be preventative measures instituted to promote the physical health of the mother and infant and to promote the emotional well-being of the entire family. The course will be structured around the nursing process and Maslow's Hierarchy of Man's Basic Needs. Prerequisites or Corequisites: BIO 253, NUR 111, and PSY 262.

NUR 214 PSYCHIATRIC NURSING 7 (4-0-9)
The course deals with the role of the nurse in the care of the emotionally disturbed individual who may or may not be confined to a hospital at some point in his illness. The concept of stress as a factor in mental health is recognized and the difficulties that are experienced by various age groups are explored. A variety of treatment modalities and approaches are examined. The theories of personality development as taught by the social sciences are reviewed and utilized. The history of the management of care for individuals with emotional problems is covered as well as current trends in delivery of care and legal aspects of psychiatry. Prerequisites: NUR 113, PSY 264.

NUR 215 LEADERSHIP AND TRENDS IN NURSING..... 6 (3-0-9)
The course emphasizes the leadership role of the registered nurse. Current trends, transitional concerns and the need for continuing education are emphasized. Ethics, accountability, and legal aspects of practice are discussed. Transition to the role of the graduate is stressed. Prerequisites: NUR 113.

NUTRITION

NUT 151 NUTRITION 3 (3-0-0)
This course presents a practical study of nutrients, how they are used by the body, and their sources taking into consideration developmental and ethnic variations. Common hospital diets used in diet therapy are introduced. Basic principles and nutritional interventions related to dietary treatment of common health problems are identified and described.

PHYSICAL EDUCATION

Each physical activity course may be taken and counted twice for graduation.

The physical education program of activity courses has been designed to give the students knowledge of a program to carry with them when they leave school and to aid in their physical conditioning while in school. For these reasons, credit by examination may not be given for activity courses.

The College does not provide transportation to any off-campus Physical Education activity.

PED 150 ARCHERY..... 1 (0-2-0)
A course designed to teach the student the fundamental skills of the target bow and arrow.

PED 151 BADMINTON 1 (0-2-0)
A course designed to teach the student the rules, regulations and fundamental skills of badminton.

PED 153 BASKETBALL..... 1 (0-2-0)
A course designed to teach the students basic basketball technique with emphasis placed on rules, regulations and fundamental skills.

PED 154 BOWLING 1 (0-2-0)
A course designed to teach the students the fundamental skills of bowling.

PED 155 PHYSICAL FITNESS 1 (0-2-0)
A course designed to teach the student principles of developing and maintaining the components of physical fitness with emphasis on cardiovascular fitness and muscle tone. Students begin with their present level of fitness and progress according to their personal needs.

PED 156 FENCING 1 (0-2-0)
A course designed to teach the student the rules, regulations, and fundamental skills of fencing.

PED 157 GOLF..... 1(0-2-0)
A course designed to teach the student the rules, regulations, etiquette and fundamental skills of beginning golf.

PED 160 TENNIS 1 (0-2-0)
A course designed to teach basic fundamental tennis, with emphasis placed on skills, rules and regulations.

PED 161 VOLLEYBALL 1 (0-2-0)
A course designed to teach the basic skills of volleyball with emphasis placed on team play, rules and regulations.

PED 162 WEIGHT TRAINING 1 (0-2-0)
A course designed to teach fundamental skills related to weight training with an emphasis placed on body conditioning and control.

PED 164 VARSITY BASKETBALL 1 (0-5-0)

PED 165 VARSITY GOLF 1 (0-5-0)

PED 166 VARSITY TENNIS 1 (0-5-0)
PED 164, 165, and 166 are courses designed for skilled students to participate against each other to improve skills and understandings of advanced techniques, rules and regulations. Students in these classes may be permitted to participate in inter-collegiate student activities.

PED 169 GYMNASTICS 1 (0-2-0)
A course designed to teach basic tumbling, floor exercise, conditioning, safety, and trampoline maneuvers.

PED 170 SKIING 1 (0-3-0)
A course designed to give information concerning safety in skiing, equipment, clothing, and techniques of skiing used on the slopes.

PED 171 INTERMEDIATE GOLF 1 (0-2-0)
A course designed to teach intermediate golf skills to the student. Emphasis is based on the non-beginner skills.

PED 172 BEGINNING KARATE 1 (0-2-0)
A course designed to teach basic self-defense. Included are blocks, counter punches, and proper kicking techniques. Also stressed are mental and physical conditioning related to the martial art of Tae Kwan Do Karate.

PED 175 INTERMEDIATE TENNIS 1 (0-2-0)
A course designed to teach strategy and execution of successful skills used in a tennis match. Emphasis is placed on execution at forehand, backhand, serve, volley, and doubles play and strategy.

PED 178 COMPETITIVE BASKETBALL 1 (0-2-0)
A course designed to teach all aspects of the competitiveness of basketball. Emphasis is placed on team play and the intramural aspects of the game of basketball.

PED 179 SWIMMING 1 (0-2-0)
A course designed to teach and improve basic swimming strokes, water safety, diving, and to promote general fitness.

PED 182 INTRODUCTION TO LIFETIME SPORTS 1 (0-2-0)
A course designed to teach activities which are available to all individuals in their lifetime. A brief introduction to the following leisure time sports: bowling, golf, tennis, billiards, archery, badminton, and physical fitness.

PED 183 JOGGING 1 (0-2-0)
A course designed to teach proper methods and techniques for devising a jogging program. Emphasis placed on basic fundamentals for fitness and health.

PED 190 AEROBIC DANCE 1 (0-2-0)
A course designed to teach the student basic concepts and patterns of aerobic dance to ensure fitness and muscle tone through continuous, rhythmic exercise.

PED 191 WATER SKIING 1 (2-0-0)
A course designed to teach the fundamental skills of skiing on water. Included are safety, equipment, equipment care, fundamentals and slalom.

PED 192 LIFESAVING 2 (0-0-4)
A course designed to teach the proper methods of lifesaving water rescues, basic first aid, CPR, lifeguarding, and individual survival in the water. YMCA and Red Cross certifications upon successful completion. Prerequisites: Advanced swimming skills. Strokes include freestyle, breastroke, sidestroke, elementary backstroke. Skills include treading water, surface dives and underwater swimming.

PED 193 RACQUETBALL 1 (0-2-0)
A course designed to teach the student the rules, regulations, and fundamental skills of racquetball.

PED 194 INTERMEDIATE RACQUETBALL 1 (0-2-0)
A course designed to introduce additional, more advanced offensive and defensive shots to the beginning racquetball player. Additional serves are taught, and emphasis placed on shot placement and strategy.

PED 195 COMPETITIVE VOLLEYBALL 1 (0-2-0)
A course designed for students to concentrate on strategy and execution of power volleyball skills. The course is intended to provide the student with practice in a competitive skill level of play. Emphasis is on team play and interclass competition.

PED 196 WELLNESS AND FITNESS CONCEPTS 1 (0-2-0)
A course designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. This course provides the individual with a fitness profile, and the ability to make intelligent decisions relevant to the development, maintenance, and evaluation of physical fitness and health-related areas.

PHYSICS

PHY 101 PROPERTIES OF MATTER 4 (3-2-0)
A fundamental course covering basic principles of physics including solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are a part of the course.

PHY 102 MECHANICS 4 (3-2-0)
Major areas covered in this course are force, motion, work, energy, and power. Instruction includes such topics as vectors and graphic solutions, basic machines, friction and torque. Prerequisites: PHY 101, MAT 161.

PHY 103 ELECTRICITY 4 (3-2-0)
Basic theories of AC and DC including the electron theory and production of electricity by chemical action, friction, magnetism and induction. Industrial application involving the use of voltage, amperage, resistance, horsepower and wattage are major parts of the course. Prerequisites: PHY 101, MAT 162.

PHY 271 GENERAL PHYSICS I 4 (3-3-0)
This is the first quarter of a three quarter sequence of study in the basic principles of physics. This quarter covers the fundamental concepts of the nature of physics and classical mechanics. The basic topics included are measurement, general properties of matter, vector analysis, kinematics, dynamics, statics, and the conservation of momentum and energy.

PHY 272 GENERAL PHYSICS II 4 (3-3-0)
This is the second quarter of General Physics. This quarter covers the fundamental concepts of non-linear motion, heat energy, and electricity. The basic topics included are rotation, vibration, wave motion, fluids, thermal expansion, heat transfer, thermodynamics, electrostatics and current electricity. Prerequisite: PHY 271.

PHY 273 GENERAL PHYSICS III 4 (3-3-0)
This is the final quarter of General Physics. This quarter covers the fundamental concepts of electromagnetism, light, and modern physics. The basic topics included are magnetism, electromagnetic induction, geometrical and physical optics, atomic and nuclear physics, relativity and quantum mechanics. Prerequisite: PHY 272.

PHY 1101 APPLIED SCIENCE I 3 (2-2-0)
This course is an introduction to physical principles and their applications in industry. It includes topics such as measurement; properties of solids, liquids, and gasses; heat; and thermal energy.

PHY 1102 APPLIED SCIENCE II 3 (2-2-0)
This course is a continuation of PHY 1101. It includes topics such as static and current electricity, magnetism, electromagnetism, motion, force, energy, and power. Prerequisite: PHY 1101 or permission of instructor.

POLITICAL SCIENCE

POL 251 AMERICAN NATIONAL GOVERNMENT 5 (5-0-0)
A survey course covering the organization and role of the Executive, Legislative and Judicial branches of the Federal Government, emphasizing such areas as business, national security, civil rights, the relationship between the American people and their political institutions, the electoral process, interest groups, and the international commitments of the United States.

POL 261 STATE AND LOCAL GOVERNMENT 5 (5-0-0)
A study of the organization, functions and powers of state, county, and local governments in the United States, with emphasis on the state of North Carolina.

POL 271 INTERNATIONAL RELATIONS 3 (3-0-0)
A study of basic forces underlying the conduct of international relations and the formation of foreign policy, with emphasis on the role of the United States in its relations with major areas of the world today.

POL 272 COMPARATIVE GOVERNMENT 3 (3-0-0)
An intensive study of the political structure of various nations, including some nations from Asia, Europe, Africa, Latin America, as well as the United States.

POL 275 THE AMERICAN PRESIDENCY 3 (3-0-0)
A survey of the American presidency from George Washington to the incumbent through an examination of the creation of the office, its powers and duties, its successes and failures, and its holders, both famous and infamous. Issues of the current campaign will also form a part of the discussion. Offered only during presidential election year.

PSYCHOLOGY

PSY 150 CAREER AND LIFE PLANNING 3 (3-0-0)
This course is designed to broaden students' understanding of themselves, their potential, and related factors which contribute to personal satisfaction. Emphasis is placed on clarifying current values, interests, and personality styles so that these factors may be carefully considered in learning to set personal goals, develop career decision-making skills, and acquire techniques for self-management.

PSY 151 INTRODUCTION TO PSYCHOLOGY 5 (5-0-0)
A study of general psychology as a behavioral science. The course introduces the students to such areas as the history and systems of psychology, sensation, perceptions, learning, emotions, motivation, conditioning, personality, abnormal behavior, development (physical and mental), and social interaction with other people and society. The course will stress the development of a sensitivity toward an awareness of the complexity of human behavior, as well as the development of the basic vocabulary of psychology.

PSY 201 APPLIED PSYCHOLOGY 3 (3-0-0)
An examination of the problems in human relationships with special attention given to the development of those human relation skills necessary for effective interactions. Topics covered include: adjustment, attitude, communication, habits, listening, frustration, motivation, and the job-finding process.

PSY 203 ADOLESCENT PSYCHOLOGY 3 (3-0-0)
A course designed to present basic information about the adolescent period of human development. Physiological, developmental, and psychological characteristics are examined, with special focus on the identification and understanding of problems faced by adolescents in western culture. Prerequisite: PSY 151 or permission of instructor.

PSY 261 EDUCATIONAL PSYCHOLOGY 5 (5-0-0)
The study of the principles involved in learning and teaching. Major concepts and theories in knowledge acquisition will be covered with emphasis on their educational application. Topics included are: age-level behavior characteristics, educational theories and their application to learning, motivation, individual differences, assessment, classroom control, and student/teacher relationships. Prerequisite: PSY 151 or permission of instructor.

PSY 262 HUMAN GROWTH AND DEVELOPMENT 5 (5-0-0)
An integrated study of the human life span structured to introduce basic concepts and principles of the stages of physiological and psychological development from conception to senescence. Emphasis is on personality development. Consideration is given to the common chronological processes of development and the sociological, biological, and cultural influences experienced throughout the life span. Prerequisite: PSY 151 or permission of instructor.

PSY 264 ABNORMAL PSYCHOLOGY 5 (5-0-0)
A course designed to introduce the learner to theories relating to abnormality. Topics covered include: definitions and history, three perspectives on abnormal behavior, psychosis, suicide and depression, criminal behavior, psychosomatic disorders, brain disorders, mental retardation, and high risk groups. Prerequisite: PSY 151.

PSY 265 PSYCHOLOGY OF PERSONAL ADJUSTMENT 5 (5-0-0)
The study of the adjustment process, focusing on contemporary challenges individuals must face and deal with as well as effective coping with the adjustment demands of everyday life. Topics covered include: theories of personality and behavior, self-concept and self-esteem, stress and anxiety, human relationships and sexuality, social and environmental factors influencing personal adjustments, and directions for healthy personality functions.

PSY 1101 HUMAN RELATIONS 3 (3-0-0)
A study of the principles of psychology that will be of assistance in the understanding of interpersonal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to adjustment problems as a worker and a member of the general community.

READING

RDG 092 DEVELOPMENTAL READING I 4 (3-2-0)
Designed for the student who needs instruction in word recognition and/or basic comprehension skills before entering Reading 094. Instruction will be individualized. Institutional credit only.

RDG 094 DEVELOPMENTAL READING II 4 (3-2-0)
Designed for the student who needs reading instruction, this course will emphasize development of effective study skills and improvement of reading rate, comprehension, and vocabulary. Institutional credit only.

RDG 1101 VOCATIONAL READING IMPROVEMENT 3 (3-0-0)
Designed for the vocational student, this course provides an individualized framework that allows the student to concentrate on his own particular weaknesses and to progress at his own rate. Major objectives are to improve word attack skills, vocabulary, comprehension, and reading rate, through the use of multi-media materials.

RELIGION

REL 150 INTRODUCTION TO THE OLD TESTAMENT I.... 3 (3-0-0)
The purpose of this course is to introduce the student to the major themes of the Old Testament which form the central motifs of the Bible. Therefore, the study will cover such themes as God's grace, man's sin, election, and covenant. The course is designed to give the student a survey of Biblical material from Genesis through I Kings 11 in order to offer a comprehensive view of the principle ideas developed in these first books of the Old Testament.

REL 151 INTRODUCTION TO THE OLD TESTAMENT II.... 3 (3-0-0)
The particular focus of this course will be a study of the prophets of the 7th and 8th century, B.C. As time permits, the course will touch on the Wisdom Literature such as Job, Psalms, Proverbs, etc. The course will seek to demonstrate that out of the matrix of history, Israel moves toward ethical monotheism which forms the basis of the New Testament. Themes of covenant, judgment, and grace will be further developed as the student understands the prophetic message emerging out of Israel's traumatic history.

REL 152 INTRODUCTION TO THE NEW TESTAMENT I.... 3 (3-0-0)
The purpose of this study is to introduce the student to the Gospel accounts and the Book of Acts. The course will discuss how the Gospels came into being, the Gospel understanding of the nature and person of Christ, the miracle stories, the question of evil in the New Testament, and the Atonement, as understood by the writers of the Gospels. The study of the Book of Acts will deal with the response of the early Christian church to the Christ event and the transformation of the early church from a small group into a major religious body that would convey a faith that would move the world from B.C. to A.D.

REL 153 INTRODUCTION TO THE
NEW TESTAMENT II 3 (3-0-0)
The course will deal with Paul's understanding of issues such as justification by grace alone through faith, Christian freedom, the nature of Christ, and the parameters of the Christian life. As time permits, the course will examine the perception of God and the marks of the Christian life in the Johanine literature as well as the symbolism of the Book of Revelation, whose principle purpose was to give the infant Christian community hope in the midst of great trials and tribulations.

REL 154 THE RELIGIONS OF MAN 3 (3-0-0)
This course surveys the religions of man, beginning with the early primitive religion of prehistoric man, and ending with contemporary developments in Eastern and Western Religion. Special emphasis is

given to Hinduism, Buddhism, Zen, Taoism, Confucianism, Judaism, Christianity, and Islam. The purpose of this course is to enable the student to appreciate the faith of other men, and to become aware of major spiritual forces in the world today.

REL 155 INTRODUCTION TO ETHICAL DECISION MAKING..... 3 (3-0-0)
This course will have two major parts to it. Approximately one-third of the course will be devoted to a quick survey of various philosophical approaches to ethical decision making and a review of Christian thought. The remaining two-thirds of the quarter will be devoted to a study of contemporary ethical issues. The purpose of the course is to enable the student to see and understand the dimensions of ethical discourse in the context of society and religion and thereby make rational ethical decisions.

SOCIOLOGY

SOC 151 INTRODUCTION TO SOCIOLOGY..... 5 (5-0-0)
This course begins with the definition and classification of things which pertain to human interaction. Definition of words and concerns with sociological concepts make it a typical introductory course. The scope of the course is wide enough so that most sociological problems are briefly mentioned.

SOC 261 COURTSHIP, MARRIAGE, AND THE FAMILY 5 (5-0-0)
This course deals with the nature of self which is preparatory for a discussion of courtship. The emotional and down-to-earth problems of marriage are examined in considerable detail. Such problems as marital adjustment, divorces, re-marriages, careers and marriage, and in-laws are considered. The developing family is traced, and the necessity for maturity before marriage is considered. Prerequisite: SOC 151 or permission of the instructor.

SOC 271 SOCIAL PROBLEMS 3 (3-0-0)
This course introduces the sociological approach to viewing social problems, and surveys possible causes and solutions to the following problem areas; physical and mental health, variations in human sexuality, chemical dependency, crime and criminals, violence, affluence and poverty, and prejudice and discrimination. Prerequisite: SOC 151 is recommended.

SOC 272 SOCIAL PROBLEMS 3 (3-0-0)
This course reviews the sociological approach to social problems, and surveys possible causes and solutions to problems related to the following topics: sex roles, aging, family stress, big business, employment, urban living, population growth, and the environment. Prerequisite: SOC 151 is recommended.

SPANISH

SPA 151 ELEMENTARY SPANISH I 5 (5-0-0)
A beginning course for students who have never studied Spanish. Much oral work, drill in grammatical principles, written composition, conversation, dictation, and pronunciation are stressed. SPA 151 and 152 are equivalent to two years of high school Spanish. Senior colleges which required two years of foreign language for admission normally accept these two courses for entrance credit or for six semester hours elective credit.

SPA 152 ELEMENTARY SPANISH II 5 (5-0-0)
A continuation of SPA 151. Prerequisite: One year of high school Spanish or SPA 151.

SPA 251 INTERMEDIATE SPANISH I 5 (5-0-0)
A review of grammatical and linguistic principles covered through the 152-level course and a study of more advanced grammar and composition and of cultural and literary reading selections.

SPA 252 INTERMEDIATE SPANISH II 5 (5-0-0)
A continuation of Spanish 251, with an emphasis placed on analyzing and translating literary genres of several important writers of the Spanish-speaking world.

WELDING

WLD 1101 BASIC OXYACETYLENE WELDING..... 2 (1-0-3)
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling, adjusting, and operating the welding equipment. Practice will be given in surface welding, bronze welding, fillet welding, and flame-cutting methods applicable to mechanical repair work.

WLD 1105 AIR CONDITIONING-WELDING 2 (1-0-3)
This course includes welding demonstrations by the instructor and practice by the students. The safe and proper methods in the setup and operations of welding equipment are demonstrated. Practice is given in brazing, braze welding, and hard and soft soldering of ferrous and nonferrous metals. Flame cutting methods are practiced as applicable to mechanical repair work that the air conditioning technician will encounter in the field of work.

WLD 1110 OXYACETYLENE WELDING..... 4 (2-0-6)
Introduction to the history of oxyacetylene welding; the principles of welding, nomenclature of equipment, and assembly of the unit. Welding procedures, and practice will consist of carrying a puddle; making surface, seam, groove, and fillet welds in the flat horizontal, vertical, and overhead positions. Brazing and bronze welding are also covered. Safety is stressed throughout the course.

WLD 1111 OXYACETYLENE CUTTING..... 2 (1-0-3)
This course will include a study of operation principles, component function and care, and proper set-up and adjustment of the oxyacetylene flame cutting equipment. Practices are directed toward the student acquiring skills in such procedures as straight line and shape cutting, beveling, hole piercing, and pipe cutting. Throughout the course safety will be emphasized.

WLD 1112 ARC WELDING FUNDAMENTALS 4 (2-0-6)
Upon completion of this course, students should be able to understand the basic electrical principles of arc welding; have a working knowledge of the electrode classification system and make proper electrode selections; operate an AC transformer, rectifier, and DC motor generator arc welding machine; weld different types of joints in the flat position; observe all shop safety precautions related to electric arc welding.

WLD 1113 ARC WELDING TECHNIQUES 4 (2-0-6)
Upon completion of this course, students should be able to weld various joints in all positions; make intermittent and multi pass welds; visually inspect and test welds to determine degrees of proficiency; observe all shop safety precautions related to electric arc welding. May Prerequisite: WLD 1112 or may be taken concurrently with WLD 1112 (or permission of instructor).

WLD 1114 GAS METAL ARC WELDING 4 (2-0-6)
A course designed to provide the student with an understanding of the gas metal arc welding process. Topics will include principles of operation, machine set-up and adjustment, selection of consumables, and welding techniques. Practice will include seam, fillet, and groove welds in the four basic welding positions.

WLD 1116 FUNDAMENTALS OF GAS TUNGSTEN ARC WELDING 4 (2-0-6)
Upon completion of this course, students should be able to understand the electrical, physical, and chemical principles of TIG welding; demonstrate a working knowledge of equipment operation; weld different types of joints in the flat position; observe all shop safety precautions related to TIG welding.

WLD 1117 TECHNIQUES OF GAS TUNGSTEN ARC WELDING 4 (2-0-6)
Upon completion of this course, students should be able to specify welding heat ranges; select tungsten electrodes and ceramic cups in proportinate sizes; determine size and alloy of filler metals; observe all shop safety precautions related to TIG welding. Prerequisite: WLD 1116 or may be taken concurrently with WLD 1116; or permission of instructor.

WLD 1118 INTRODUCTION OF PIPE WELDING 2 (1-0-3)
A course designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed positions using the shielded metal arc welding process according to section IX of the ASME code. Prerequisite: WLD 1113.

WLD 1122 COMMERCIAL AND INDUSTRIAL PROCEDURES..... 4 (2-0-6)
Upon completion of this course, students should be able to demonstrate skills developed through simulated industrial processes; sketch, requisition material, lay out, fabricate, and weld on assigned project; repair worn and/or broken parts employing the available welding processes; continue to stress safety precautions employed in the welding industry. Prerequisites: WLD 1111, WLD 1113, WLD 1114, WLD 1117, and WLD 1118, or permission of instructor.

WLD 1123 COMMERCIAL AND INDUSTRIAL PRACTICES..... 4 (2-0-6)
Upon completion of this course, students should be able to become more proficient in industrial fabrication processes; make a metallurgical analysis of worn and/or broken parts to be repaired; select the best welding process and procedure to repair word and/or broken parts; utilize safety precautions related to the welding fabrication industry. Prerequisite: WLD 1122. May be taken concurrently with WLD 1122 or permission of instructor.

WLD 1125 STRUCTURAL CERTIFICATION PRACTICE.... 2 (1-0-3)
Upon completion of this course, students should be able to: becomer familiar with AWS D1.1 Structural Code and its requirements; comply with established certification standards; weld various structural joints in numerous positions using electric ARC and gas metal ARC welding processes; execute safety precautions while using welding equipment and other shop tools. Prerequisite: WLD 1111, WLD 1113, WLD 1114, or permission of instructor.

WLD 1126 PIPE CERTIFICATION PRACTICE..... 2 (1-0-3)
Upon completion of this course, students should be able to: become familiar with the ASME Code for pipe and pressure vessels; comply with established certification standards; make pipe welds in diverse positions required for particular certifications; demonstrate safety precautions pertaining to welding and fabrication equipment. Prerequisites: WLD 1111, WLD 1113, WLD 1114, WLD 1117, and WLD 1118, or permission of instructor.

WLD 1130 MECHANICAL TESTING AND INSPECTION 2 (1-0-3)
The standard methods for mechanical testing of welds. Introduction to the various types of tests and testing procedures. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact. Prerequisite: WLD 1112, 1113, 1114, 1116, 1117, 1118, or permission of instructor.

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